



# 2023-2024 District Handbook

*for Students & Parents*



Thank you for taking time to review the Bristol Tennessee City Schools **District Handbook for Students and Parents!** A culture of high expectations is necessary to foster success in both academics and life. Students, parents/guardians, teachers, staff, and administrators share the responsibility for maintaining order at school by complying with the privileges, rules, and codes of conduct of our district. This handbook's primary purpose is to communicate our intent to maintain a safe and orderly environment where each student's rights are protected, and each student is given equitable opportunity **to achieve college and career readiness through academic excellence.**

The procedures and standards outlined within conform to the Bristol Tennessee Board of Education student discipline policy, in compliance with the Student and Employee Safe Environment Act. If you need a printed copy of this handbook please contact your child's school. If you have questions regarding the contents, please contact your school principal.

Thank you for your cooperation and supporting our efforts to make the school environment safe for our students and employees.

**Bristol Tennessee City Schools**

615 Martin Luther King, Jr. Boulevard; Bristol, TN 37620  
 Phone: (423) 652-9451; Fax: (423) 652-9238; www.btcs.org

School	Phone	Fax
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
Tennessee Middle School	(423) 652-9449	(423) 652-9297
Tennessee High School	(423) 652-9494	(423) 652-9403
Tennessee Online Public School	(423) 652-9209	(423) 573-3345

*\*This District Handbook for Students and Parents is designed to align with Bristol Tennessee Board of Education policies. Please be aware that the handbook is updated annually, while policy adoption and revision may occur throughout the school year. The complete text of board policies, for which only some are excerpted in this handbook, is available on the Bristol Tennessee City Schools website by selecting About Us then School Board Policies.*

ENGAGE. CHALLENGE. INSPIRE.

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# 2023-2024 School Calendar

## Schools Closed

Teacher Inservice Day .....	July 31
Teacher Inservice Day .....	August 1
Teacher Inservice Day .....	August 2
Teacher Work Day .....	August 3
Teacher Work Day .....	August 7
Teacher Inservice Day .....	September 1
Labor Day .....	September 4
Fall Race Day .....	September 15
Fall Break .....	October 9-13
Teacher Inservice Day .....	October 16
Thanksgiving Break .....	November 22-24
Holiday Break .....	December 22-January 3
Teacher Work Day .....	January 4
Teacher Inservice Day .....	January 5
Martin Luther King Jr. Day .....	January 15
Teacher Inservice Day .....	February 16
Parent Conference Day* .....	February 19
Spring Break .....	March 18-22
Teacher Inservice Day .....	March 28
Good Friday .....	March 29
Teacher Work Day .....	May 22

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

## Early Dismissals

August 4	Elementary (8:10-10:10)
	TMS and THS (7:30-9:30)
December 21	Elementary (8:10-12:30)
	TMS and THS (7:30-11:45)
May 23	Students pick up report cards

## PreK/Kindergarten Registration

April 4, 2024

## School Closings/Delays

For schedule change information, call the BTCS Weather Info Line at (423) 652-9554 or visit [btcs.org](http://btcs.org).

## Two-Hour Delay Schedule

Elementary (10:10-3:10)  
TMS 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 2023						
S	M	T	W	T	F	S
2	3	4	5	6	7	<sup>1</sup> / <sub>8</sub>
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 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		

September 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

October 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				

November 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		

December 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
<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	30

January 2024						
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 2024						
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		

March 2024						
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

April 2024						
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				

May 2024						
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 2024						
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

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

## Interim Reports

September 5-8  
November 13-17  
February 5-9  
April 22-26

## End of Nine Weeks

October 6  
December 21  
March 15  
May 23

## Report Card Distribution

October 18  
January 10  
March 27  
May 23

## ACCIDENT INSURANCE

Accident insurance is available to all students. Details of the coverage and cost are available in the school office. Students who participate in athletics must have this insurance or proof of coverage by a parent's insurance company. Student insurance is available through a group plan authorized by the School Board for both school-day and 24-hour coverage. 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 district. The policy is supplemental and may pay only a portion of the bill. Parents should check the policy terms before deciding about purchasing insurance. Checks for accident insurance should not be made payable to the school.

## ATHLETICS

### **Athletic Insurance**

The Athletic Department purchases a secondary athletic insurance policy for athletes. This secondary coverage pays on the claim after the parents have filed their health insurance. The secondary coverage may not necessarily pay the complete balance due. Parents of injured athletes should contact the school office to obtain insurance claim forms.

### **Elementary School**

The Dale Burns Youth Sports Program 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, additional offerings will be considered. Information is provided to students prior to the start of each athletic season.

### **Middle and High School**

Fall Season	Winter Season	Spring Season
Cheerleading	Basketball (boys/girls)	Baseball
Cross Country (boys/girls)	Cheerleading	Dance
Dance	Dance	Soccer (boys)
Football	Swimming/Diving (boys/girls)	Softball
Golf (boys/girls)	Wrestling (boys/girls)	Tennis (boys/girls) - THS
Soccer (girls)		Track (boys/girls)
Tennis (boys/girls) - TMS		
Volleyball (girls)		

Grades 6-12 athletics are governed by TMSSAA and TSSAA regulations. Information is available at <http://www.tssaa.org>. Please contact the district athletic director or school principal with questions.

Activities sponsored by organizations other than the school (such as Junior Viking football, competitive travel sports, Scouts, Little League, etc.) are not monitored by the school district.

## 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, 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 student to be punctual and to have excellent attendance to be successful both as a student and as an adult. All students who arrive late are required to report to the office for a tardy slip.

**Definition of Absent** – Students are not in attendance in regularly scheduled classes at the school where they attend.

**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.

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

We believe that student success begins with attendance; however, there may be times when it is 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 fever-reducing medication before coming back to school. Children with head lice are permitted to return to school once treated. If a student 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.

**Reporting Absences** – When a student is to be absent, the parent/guardian must call the school office as soon as the need for an absence has been decided.

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

Additionally, it is 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.

**Excused Absences**

- Personal illness – A parent note or call may be used to excuse up to five (5) absences. After a parent has used the five (5) parent notifications, a doctor’s excuse and/or parent conference may be required. Any student with five (5) or more absences from any one individual class would also require a doctor’s excuse.
- An illness or incapacitating condition of a family member that requires the temporary help of a student. (A physician’s statement is required.)
- A death in the immediate family. Family includes parents, stepparents, guardian, grandparents, brother, sister, stepbrother/sister, aunt, uncle. (A written verification must be provided.)
- Recognized religious holiday/events.
- Required court appearance. (A written verification from appropriate authorities must be provided.)

- Approved school-related activities.
- Pre-approved cultural leave.

### **Unexcused Absences**

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

### **Make-Up Work**

Make-up work can be obtained by a student or parent/guardian from Canvas or by contacting the classroom teacher directly.

### **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 arriving late for school are to report directly to the office to sign in and obtain a tardy slip.

### **Family/Cultural Leave & Non-School-Sponsored Extracurricular Activities (3 days maximum)**

Students may be excused from school to participate in cultural, educational, or non-school-sponsored extracurricular activities. The following guidelines shall be used by school principals in approving cultural/educational/non-school-sponsored extracurricular activities:

- a) A maximum of **three (3) days per school year** will be available for family/cultural, educational, or non-school-sponsored extracurricular activities.
- 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 the state-mandated achievement testing, if the student is not passing all classes at the time of the request, or if the student has three (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 absent five (5) days without adequate excuse shall be reported to the director of schools/designee, who will provide written notice to the parent/guardian 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/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/guardian.
2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and an attendance supervisor/designee. The contract shall include the following:
  - a. A specific description of the school's attendance expectations for the student.
  - b. The period for which the contract is effective.
  - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.
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, please contact *Holston Bus Company* at (423) 989-3521. All other questions should be directed to the director of transportation at (423) 652-9244. A parent/guardian signed note is required if a student rides the bus to a different student's house/drop-off location or is to ride a different bus. A school administrator must also approve and sign the parent/guardian note before the student can ride a different bus than normal.

State law requires student attendance. It does not require that any school district provide transportation. Therefore, students who accept the privilege to ride the bus are expected to do the following:

- 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 on the bus will jeopardize the student's privilege to ride.**

**CAFETERIA**

**Elementary School Meal Prices**

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

**TMS Meal Prices**

	Breakfast	Lunch
Student (regular)	\$2.25	\$2.75
Student (reduced)	.30	.40
Adult	\$3.00	\$3.90

**THS Meal Prices**

	Breakfast	Lunch
Student (regular)	\$2.25	\$3.00
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, snacks, and lunch. Students use their five-digit student ID number to access their accounts in the cafeteria. Questions concerning School Nutrition policies should be directed to the school nutrition director at (423) 652-9221. Students may not use another student's account. 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 will assess the amount of the check and all fees will be charged to School Nutrition to the student meal account.

**Student Accounts After Withdrawal or Graduation**

Students who graduate or withdraw from the district with funds remaining in their meal account may request a refund, transfer the balance to a sibling or other student account, or donate the funds to a student in need. Please contact the School Nutrition Office at (423) 652-9222 to initiate the request. In the event no request for refund or transfer has been made by the parent/guardian by June 15 following student graduation or withdrawal, the account will be considered abandoned, and the parent/guardian will forfeit the balance to offset uncollectable meal charges of other students in the district.

**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 child.

#### How to Enroll:

1. Go to [www.myschoolbucks.com](http://www.myschoolbucks.com) and click SIGN UP TODAY
2. Create an account for yourself and your child.
3. Your child's district ID number is the student's five-digit lunch number. Your child should be able to give this to you. If not, please contact School Nutrition Services at (423) 652-9222.
4. You will also need your child's date of birth, school, and grade.
5. Provide credit or debit card information.
6. Select the Automatic Pre-Payment Option, if desired.

You may also call the [myschoolbucks.com](http://www.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 7 a.m.-7 p.m. ET. You can also email MySchoolBucks from their website.

#### **Meal Charge Procedure**

Students who are unable to pay for their meals at the time of the meal service are allowed to charge breakfast and lunch. Students who charge 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 a la carte (extra) items is not allowed.

#### **Household notification:**

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

**Delinquent Debt** Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts being made to collect them. All unpaid meal charges are considered delinquent debt. If the debt does not exceed \$5, the cafeteria manager will expect payment immediately, and attempt to collect payment during the month of May. The debt may remain on the accounting documents until it is either collected or determined to be uncollectable and written off. The debt may be carried over at the end of the school year (beyond June 30).

**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 [morrison@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 may sometimes be necessary due to extreme weather, equipment failure, or public crisis. As soon as a decision is made about a schedule change, the information is made available in several ways: district website, district Twitter, district Facebook, Weather Line (423) 652-9554, text message via SwiftK12, and local media. Please call Weather Line regarding schedule changes rather than calling the school. Also, be sure to discuss with your child what they should do if school is dismissed during normal school hours.

### **CANVAS**

Canvas is the learning management system used by Bristol Tennessee City Schools. Each student will have an account for accessing classroom modules, assignments, and information.

### **CHILD ABUSE AND NEGLECT**

**DCS Hotline: 1-877-542-2873**

All personnel shall be alert for any evidence of child abuse or neglect. Child abuse is defined as any wound, injury, disability, or physical or mental condition which is of such nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or which on the basis of available information reasonably appears to have been caused by such. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect shall report such harm immediately. The

report shall be made to the judge having juvenile jurisdiction to the county office of the Department of Children’s Services (DCS) and to the office of the chief law enforcement official where the child resides.

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

1. The name, address, telephone number, and age of the child.
2. The name, telephone number, and address of the parents or persons having custody of the child.
3. The nature and extent of the abuse or neglect; and
4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect. The person reporting shall be immune from liability, and their identity shall remain confidential except when the juvenile court determines otherwise. Failure to report to DCS is considered a misdemeanor and is punishable up to 11 months, 29 days in jail and a fine of up to \$2,500.

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 and 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 the parent/guardian that the child is to be interviewed, even if the suspected abuser is not a member of the child’s household.

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:

<p><b>Sullivan County, Bristol Department of Children’s Services</b> 2193 Feathers Chapel Road, Suite 2 Blountville, TN 37617-5508 Phone: (423) 279-1460</p>	<p><b>Children’s Advocacy Center of Sullivan County</b> 150 Blountville Bypass Blountville, TN 37617 (423) 279-1222</p>
<p><b>BTCS Family Resource Center</b> 1115 Edgemont Avenue Bristol, TN 37620 (423) 652-9223 or (423) 652-9251 Email: Kay Ward <a href="mailto:wardk@btcs.org">wardk@btcs.org</a></p>	<p><b>Kid Central Tennessee</b> <a href="http://kidcentraltn.com">kidcentraltn.com</a></p>

## CLINIC

### **School Health Clinic**

Each school is equipped with a health clinic and staffed with a licensed practical nurse (LPN) or registered nurse (RN). The clinic is a resource provided for students in need. Students abusing this resource will be subject to disciplinary action. A Student Health Form will be sent home at the beginning of the school year and must be on file in the clinic for a student to receive acetaminophen, ibuprofen, cough drops, etc. This form is also available on the school district website under the Resources tab at Health Services. Students are not allowed to use cell phones in the clinic unless directed to do so by the nurse or other district staff.

### **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 must indicate if a student is to carry these items on their person or if it must 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 are not a substitute for emergency medical treatment. If an epinephrine auto-injector is administered, the person must leave campus and seek emergency medical attention immediately after administering the drug.

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

Any student with a medical condition needs to have an IHP. This plan provides the school nurse and school staff with important information for managing the student's medical needs and responding appropriately to a medical emergency. These forms are confidential and will be shared only with the staff involved with the student. These forms are available on the school district website under the Resources tab at Health Matters, or you may indicate a need on the Student Health Form that is sent home in the Student Packet at the beginning of the school year.

If your child has developed a new medical condition that the school is not aware of, please discuss this with your school nurse.

### **Medication**

**All student medication(s) should be administered by a parent or guardian at home unless exceptional circumstances exist. All medicine brought to school must be kept in the school nurse's office. Students**

**are not to carry medication on their person**, except emergency medications (inhalers, epinephrine auto-injectors). Medication left beyond the end of the school year will be discarded.

Any student who has a severe medical condition should have an IHP, which will help school personnel and the school nurse manage the student's health needs. Call your school nurse if you have questions about medical issues or to receive copies of the necessary medical forms.

In accordance with Tennessee state law and Bristol Tennessee Board of Education Policy, the following procedures will be followed by Bristol Tennessee City Schools 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 brought to school in the pharmacy labeled container. It will not be accepted in any other container. Students are not allowed to carry any medication on their person, except emergency medications (inhalers, epinephrine auto-injectors). 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 clinic. This form must be signed and initialed by the parent/guardian and is available on the district website.

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 them on a medication log.

***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.***

### **Niswonger Virtual Health Clinic**

The Niswonger Virtual Health Clinic (NVHC) is located inside the school 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 our 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-K, kindergarten, second grade, fourth grade, sixth grade, eighth grade, tenth 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.

### **Immunizations**

Documentation of required immunizations must be presented in order to enroll in any school. All immunizations must be kept current.

### **CLUBS**

A variety of clubs are available for student enrichment, and all students are encouraged to participate in clubs of their choice. Please see Student Equal Access Policy 4.802. Clubs offered at schools can be found in each school's operating procedures.

### **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.

**Individuals with Disabilities Education Act (IDEA Special Education), Americans with Disabilities Act (ADA), Child-Find, and Gifted Services:** Special Education Director, BTCS Administration Building, 615 Martin Luther King Jr. Blvd., Bristol, TN 37620. Phone: (423) 652-9451

**Section 504 of the Rehabilitation Act:** Special Education Director, BTCS Administration Building, 615 Martin Luther King Jr. Blvd., Bristol, TN 37620. Phone: (423) 652-9451

**Title VI (Civil Rights Discrimination) and Title IX (Gender Discrimination):** Student Services Supervisor, BTCS Administration Building, 615 Martin Luther King Jr. Blvd., Bristol, TN 37620. Phone: (423) 652-9225

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 their educational needs."

Anyone, including parent/guardian 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 Bristol Tennessee City Schools are most often served via differentiated instruction in the general curriculum. The Individualized 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 education at (423) 652-9451.

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

Mr. Curt Rutherford, Chief Facilities Maintenance Officer, BTCS Maintenance Building, 1000 Oakland Drive, Bristol, TN 37620, Phone: (423) 652-9447 Email: [rutherfordc@btcs.org](mailto:rutherfordc@btcs.org)

**CONFERENCES**

There are two days set aside each year for general conferences between parents/guardians and teachers. Other conferences may be scheduled at the request of the parent, teacher, or guidance personnel.

Additional conferences may be scheduled with the student's teachers, counselors, the assistant principal, or the principal by contacting the school office.

**COUNSELING**

**School Counselor Mission Statement**

Counselors will provide every student equitable access to a comprehensive, data-driven, school counseling program that addresses their academic, personal/social, and emotional needs. Counselors also play an integral part in creating a school climate where every student feels safe, accepted, and advocated for in all areas of the student learning experience.

A school counselor is available to discuss the counseling program with you and is aware of agencies in the area which may assist a student and their parent/guardian in times of crisis. For more information, you may call the school to speak with a counselor.

Anderson Elementary	(423) 652-9444
Avoca Elementary	(423) 652-9445
Fairmount Elementary	(423) 652-9591
Haynesfield Elementary	(423) 652-9205
Holston View Elementary	(423) 652-9475
Tennessee Middle	(423) 652-9449
Tennessee High	(423) 652-9494
Tennessee Online Public School	(423) 652-9209

**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, when 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 their 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 district. 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 6.313 further describes expectations of student behavior.

A teacher’s authority to control student 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 district rules
5. Refer the student to a school administrator

See the following school board policies for pertinent information regarding student discipline:

- Interrogations and Searches – School Board Policy 6.303
- Procedural Due Process – School Board Policy 6.302
- Suspension – School Board Policy 6.316
- Zero Tolerance Offenses – School Board Policy 6.309

### **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.

### **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. The coordinator 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](mailto:scotta@btcs.org)

For additional information concerning Title IX and sexual harassment, see School Board Policy 6.3041.

### **DRESS CODE**

Bristol Tennessee City Schools has dress standards in place to promote the culture of the school district as one of self-respect, as well as 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 future college and career expectations. 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.
- Cold shoulder shirts or dresses are allowed if undergarments are completely covered.

### Sweaters/Sweatshirts:

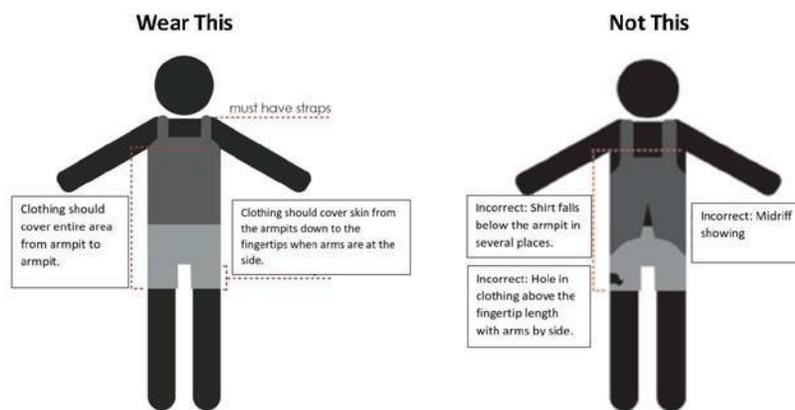
- Sweaters, sweatshirts, and hoodies are permitted if they meet the shirt/blouse dress code or are worn over a shirt or blouse that meets the dress code. The hood may not be worn on the head.

### Shorts/Pants/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 above the shorts requirement and/or underwear is exposed.”
- Shorts must not be any shorter than the length of your fingertips when arms are extended by your side. All shorts, including athletic shorts, must meet these criteria.

### Skirts/Dresses/Jumpers:

- Skirts, dresses, and jumpers must not be shorter than the length of your fingertips when arms are extended by your sides. Dresses or skirts meeting this requirement will not be allowed if they have slits. The top of the dress must meet the shirt/blouse requirements of the dress code.



#### All Students

Clothing must cover areas from one armpit to the other armpit and down to the fingertips when arms are by the side. Tops must have shoulder straps and be long enough to adequately cover the waistline and not expose the midriff.

### Headwear/Hats:

**No head coverings are permitted.** This includes, but is not limited to, hats, hoodies, scarves, sweatbands, stockings, do-rags, bandanas, toboggans, etc. These items must be removed upon entering the building.

### Facial Coverings:

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

**Other General Rules:**

- Industrial chains, wallet chains, accessories with spikes, pet chains, and collars around the neck or wrists are prohibited.
- Clothing that displays the names of/or advertisements for drug, alcohol, tobacco and/or e-cigarette products and profane, vulgar, violent, illegal, immoral, hate messages or sexual innuendoes are prohibited.
- Flags may not be worn as attire.
- Accessories must be free of offensive or suggestive words or graphics and contain no references to drugs, alcohol, tobacco and/or e-cigarette products, illegal/immoral substances, or activities. Mushroom accessories are not allowed.
- Shirts and shoes must be worn at all times.
- Students are not allowed to wear, carry, and/or display bandanas or items associated with gangs. 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 are prohibited.
- Gloves are not allowed to be worn during class except where instructed by teacher (i.e., shop class).
- No costumes or accessories, to include face painting or make-up that might be confused for face painting, resulting in a disruption of instructional time. Accessories may include any item on a student that is not a clothing item.

**DRIVER’S LICENSE/CERTIFICATE OF ATTENDANCE**

**Application (Must allow three days to process each request)**

Tennessee law requires every school or school district to verify that a 15-, 16-, or 17-year-old applicant or holder of a Tennessee Driver’s License has met the compulsory attendance requirements. Students must request a Certificate of Attendance from the School Counseling Office to apply for their permit at the DMV.

**Revocation of Driver’s License**

Any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver’s license revocation. A student shall be deemed academically deficient if the student has not received passing grades in at least three (3) full unit subjects or their equivalency at the end-of-term grading. A student shall be deemed deficient in attendance when the student has ten (10) consecutive or fifteen (15) days total unexcused absences during a single term. A copy of the notice sent to the Department of Safety by the director of attendance or the director of schools shall also be mailed to the student’s parent or guardian.

## **DRUG AND ALCOHOL TESTING**

Principals are authorized to order drug tests for individual students when there is a reasonable cause. In addition, any student participating in extracurricular activities is required to adhere to the Bristol Tennessee City Schools Random Drug Testing Policy.

### **EMERGENCIES: ACCOUNTING FOR STUDENTS, FAMILY NOTIFICATION, AND REUNIFICATION**

Bristol Tennessee City Schools is committed to creating safe, secure, and respectful learning environments where all community members work together to promote the physical and psychological safety of students and staff. However, should an emergency occur, our staff members are trained to respond to numerous hazards that may impact our school community.

#### **What is an Emergency?**

An emergency is a sudden, unexpected, or potentially dangerous situation that requires immediate action. The response to any situation depends on the possible impact it may have on the people or facilities involved.

#### **How will students be accounted for during an emergency?**

Teachers assigned to students are responsible for accounting for those students throughout the course of an emergency. Attendance will be taken at each stage of an evacuation or relocation and submitted to the Student Accounting Leader. \*In the case of a school-wide emergency, student use of cell phones will not be in violation of this policy.

#### **Family Notification of Emergencies**

The district team will oversee family notification that an emergency situation has occurred. Current information regarding the incident, the status of their children, and what families can do to assist will be communicated. The following communications measures will be utilized for notifications: SwiftK12 (email, phone, text), district website, and district social media.

#### **Reunification: How should parents respond during an emergency?**

It may be necessary to relocate students to a different site to reunite students with family members. Please do not report to the school campus or call the school. Staff and responders must give their full attention to the emergency and support our students and staff.

This plan for parents will include how they can help and steps they can take during an emergency event in preparation for reuniting with their children.

- Keep cell phones charged for receiving updated messages.
- Monitor your mobile device for SwiftK12 text messages, phone messages, and email.
- Check district website and district social media sites regularly.
- Have your picture ID (driver's license) ready for pick up (only legal guardians or those listed as emergency contacts in PowerSchool will be permitted to pick up students).
- Be patient and try to remain calm, knowing the information will be ongoing and forthcoming as quickly as possible.
- In case of an evacuation to a secondary location, information and instructions on where to reunite with your child will be announced via SwiftK12 text messages, phone messages, email, district website, and district social media.

- Stay informed and stay ready until directed with instructions from school leadership.

### **EMERGENCY CONTACT 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 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 school personnel are unable to reach parents/guardians, the name and phone number of emergency contacts 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 name(s)
- b. Complete and up-to-date address
- c. Home phone number and parent/guardian work phone number
- d. Emergency phone number of friend or relative
- e. Physician's name and phone number
- f. Medical alert information
- g. Parent/guardian email address

**Notify the school immediately of address or phone number changes.**

### **EMERGENCY DRILLS**

Emergency drills are conducted regularly 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 doing the following:

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."**

### **ENROLLMENT**

#### **Admission**

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

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

### **Student Residence Defined**

A student's residence is established by the place where the parent/guardian or legal guardian resides. In the case of divorce, the child's residence 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 district 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.

## **EXTENDED-SCHOOL PROGRAMS**

### **School-Sponsored Programs**

Bristol Tennessee City Schools is a recipient of the **LEAPs** (Lottery for Education After-school Program) grant funding, which allows the district to provide many opportunities for students outside of regular school hours. LEAPs is a before- and after-school extended learning program available to students as grant funds allow. LEAPs provides students a meaningful, fun, and rewarding experience before and after school to support their academic, physical, and social development. The programming includes snacks, homework help, specialized tutoring, STEM (Science, Technology, Engineering, Math), CTE, sports, and games. The district partners with Coalition for Kids, Inc. to operate the after-school programming at each of the elementary schools. Students must complete the enrollment/application process for LEAPs at the school they attend. For additional information, please contact your child's school.

#### ***LEAPs Hours of Operation:***

##### ***Elementary Schools:***

- *Morning Hours: 6:50-7:50 a.m.*
- *Afternoon Hours: 3:30-5:30 p.m.*

##### ***Tennessee Middle School/Tennessee High School:***

- *Afternoon Hours: 2:30-5:30 p.m.*

### **Non-School-Sponsored Programs**

Please contact your child's school for more information about after-school care. The YMCA, YWCA, Boys & Girls Club of Bristol, and Girls Inc. are programs that may be available.

## **FEES**

According to state code, no student is obligated to pay fees. However, in order to properly and adequately maintain our programs, Bristol Tennessee City Schools appreciates any contributions to our fee program.

### **Elementary**

A \$20 per year fee is requested from each student. Any parent/guardian who wishes to submit an application for a waiver should contact the school office. A letter of explanation will be sent home at the beginning of the school year.

### Middle School

A \$30 per year fee is requested from each student. Any parent/guardian who wishes to submit an application for a waiver should contact the school office.

### High School

Tennessee High School suggests a fee structure that enables students to have access to instructional materials and educational opportunities that exceed the state minimum standards. The payment of these fees is not required; payment is optional.

ACT/SAT Prep	\$5
AgroScience	\$15
Anatomy and Physiology	\$15
Animal Science	\$15
Art I	\$20
Art II, III, IV, and Advanced Placement	\$25
Architectural Design I, II, and III	\$10
Automotive Maintenance and Light Repair	\$10
Band	\$15
Biology	\$15
Biology I - Honors	\$15
Biology - Advanced Placement	\$20
Bridge Math	\$5
Chemistry I	\$15
Chemistry - Advanced Placement	\$20
Chemistry - Honors	\$15
Computer Science Foundations	\$15
Concert Choir	\$15
Construction	\$10
Cosmetology	\$15
Criminal Justice	\$15
Culinary Arts I, II, III, and IV	\$20
Cyber Security	\$15
Digital Arts and Design	\$10
Digital Conversion	\$50
Drivers Education	\$20
Ecology	\$10
Engineering Design I and II	\$20
English I, II, III, and IV	\$5
English I, II, III - Honors	\$5
English IV - Advanced Placement	\$5
Fisheries and Wildlife Science	\$15
Foundations of Education	\$10
French I, II, III, and IV	\$10
German I, II, III, and IV	\$10
Government/Economics - Honors	\$15
HVAC (MEP)	\$10
Health Science	\$15
Human Geography – Advanced Placement	\$20
Algebra I, Geometry, and Algebra II	\$5

JROTC (per semester)	\$15
Lifetime Fitness	\$10
Madrigals	\$15
Machining	\$10
Mechanical Electrical Plumbing (MEP)	\$15
Medical Therapeutics	\$15
Mythology/Etymology	\$20
Nursing Education/Health Science Clinicals	\$15
Pharmacological Science	\$15
Physical Education	\$10
Physical Education - Advanced	\$10
Physical Science	\$15
Physics	\$10
Physics - Advanced Placement	\$20
Plumbing Systems	\$15
Principles of Engineering	\$15
Principles of Manufacturing	15
Principles of Pipefitting	\$15
Psychology - Advanced Placement	\$15
Rehabilitative Careers	\$15
Spanish I, II, III, and IV	\$5
Statistics – Honors/Dual Credit	\$5
Teaching as a Profession I, II, and III	\$10
United States History - Advanced Placement	\$15
Welding I	\$15
Welding II	\$15
Wellness	\$10

Student Laptop Usage Fee - See TECHNOLOGY

### **FIELD TRIPS**

Various field trips are provided throughout the school year as cultural enrichment or as an extension of the classroom learning experience, but they are considered optional. All required permission forms, health forms (if overnight stay is required), etc., must be completed before a student will be allowed to participate in the trip. A student who has excessive absences, excessive tardies, or excessive disciplinary issues may be excluded from field trips. Any case in question will be judged on its own merits by the administrative staff. The field trip may be canceled if we do not collect enough funds to cover the cost.

### **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 are issued four times per year at nine-week intervals. Please refer to the school district calendar for interim and report card dates. Please see the following school board policies located at [www.btcs.org](http://www.btcs.org) for more information:

- Grading Systems – School Board Policy 4.600
- Promotion and Retention – School Board Policy 4.603
- Testing Programs – School Board Policy 4.700

**GRADES PreK-8**

Grade	Symbol	Description
PreK-1	3	Consistently meets grade-level expectations
	2	Inconsistently meets expectations
	1	Significantly below grade level
2-8	90-100	A
	80-89	B
	70-79	C
	60-69	D
	0-59	F

**GRADES 9-12**

When numerical grades (e.g., a 96 or an 87) issued by the school are converted to letter grades (e.g., an A or B) and/or the four-point (4.0) system for colleges, universities, or other purposes such as the BETA Club, the National Honor Society, NCAA, and rank in class, the following procedures will be used:

Final grades recorded in the student cumulative academic record will be converted to letter grades using the following scale:

LETTER	NUMERICAL GRADE	GRADE-POINT VALUE
A	90-100	4 points
B	80-89	3 points
C	70-79	2 points
D	60-69	1 point
F	59 and below	0 points

The overall grade-point average is computed by totaling all the grade points and dividing the total by the number of courses taken. Transcripts from any regionally accredited schools will be marked according to the scale used by the sending school. If no scale is available from the sending school, grades will be recorded according to the following scale:

LETTER	NUMERICAL GRADE	GRADE-POINT VALUE
A	93	4 points
B	85	3 points
C	75	2 points
D	65	1 point
F	55	0 points

## **POWERSCHOOL**

Parents and students may access grades, assignments, and attendance through PowerSchool at [www.btcs.org](http://www.btcs.org). PowerSchool reflects a student’s most current average. For login information, please contact your child’s school.

## **GRADUATION**

School and Business Expectations of the Bristol Tennessee City Schools Graduate

- Has a good work ethic (dependable, punctual, and appropriately dressed).
- Has good attendance.
- Is committed to the job; takes the job seriously.
- Is a team player.
- Displays an enthusiastic attitude.
- Takes ownership; realizes the stake in company profits.
- Understands the economics of the company.
- Is innovative, creative, and imaginative; thinks “outside the box.”
- Thinks and communicates with clarity and precision.
- Strives for accuracy.
- Is considerate of others.

Students who have met all graduation requirements on the day of graduation may choose to participate in graduation activities. See School Board Policy 4.605 for more information.

Graduating students and their parents who choose to participate in the high school graduation activities will be required to sign a graduation participation agreement. This agreement will outline the behaviors that are considered acceptable for participants in the ceremony. This signed agreement will be made available to the high school principal at least five days prior to the date set for graduation. See School Board Policy 4.606 for more information.

In addition to the Tennessee Diploma Project recognitions, we will honor the following for high school academic achievements: Graduates of Highest Distinction, Tri-Star Scholars, State of Tennessee Seal of Biliteracy, voluntary completion of at least ten (10) hours of community service, earned gold or platinum medal on National Career Readiness Certificate (WorkKeys), met all criteria for the Work Ethic Distinction, Tennessee Scholars, Valedictorians, The National Honor Society (NHS), and Beta Club. See School Board Policies 4.602 and 4.606 for more information.

Additional information regarding graduation can be found in each high school's operating procedures.

### **LIABILITIES**

Students are held accountable for actions that cause any damage to school, commercial, or personal property of others, whether the damage is intentional or accidental. This includes actions that occur on the way to or from school, while at school, while at a school-sponsored activity, or on a school-sponsored field trip. Both disciplinary and financial consequences will be applied, as necessary.

### **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 during instructional time.

### **NOTICES**

#### **ASBESTOS MANAGEMENT PLAN: 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 widespread 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 district, 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 materials 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 Chief Facilities Maintenance Officer located at 1000 Oakland Drive in Bristol, Tennessee, and the main office of each school.

If you have any questions or concerns, please contact Curt Rutherford, chief facilities maintenance officer, who is the local education association designated person, at (423) 652-9447 or by email at [rutherfordc@btcs.org](mailto:rutherfordc@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.

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.

More about directory information is available in this section under “Student Records Annual Notification of Rights.”

### **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 Bristol Tennessee Board of Education policies can be found at [btcs.org](http://btcs.org) or by requesting this information from an individual school or the Bristol Tennessee City Schools administration building.

### **Children In Transition (Homeless)**

In accordance with the McKinney-Vento Homeless Assistance Act, Title IX, Part A of 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 coordinator at (423) 652-9451.

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 districts 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 they lack 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 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 district/school achievement on state assessments. Additionally, the district report card indicates whether each school is making adequate yearly progress.

### **English Learner (EL) Program**

If a student is identified for participation in or is participating in an EL program, the child's parent/guardian has the right to the following information:

- Why the student is placed in the program and student's level of English proficiency.
- How that level was determined and the status of the student's academic achievement.
- Methods of instruction in the program in which the student is placed and those of other available programs.
- How the program will meet the educational needs of the student.
- How the program will help the student learn English and meet age-appropriate requirements for the program.
- In the case of a student with a disability, how the program meets the the student'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 way it customarily provides public notice.

### **Parent and Family Engagement**

Under the office of the director of federal programs, the school district 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 school district, parents, and the public. The information contained in the plan will be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

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

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights with respect to the student's education records. These rights are as follows:

The right to inspect and review the student's education records within 45 days after the day the 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.

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 to 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.

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 school district committee; or a parent, student, or other volunteer assisting another school official in performing their tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

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 as follows:

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

FERPA permits the disclosure of PII from a student's 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 district, 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))

### **MENINGITIS & FLU AWARENESS**

Per state law, the district is required to provide information to parents/guardians 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 bacterium 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 their 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)**

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 their 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 with 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 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 district shall notify parents of students and eligible\* students of each student’s privacy rights. For students enrolling after the above period, this information shall be provided to the student’s parents or the eligible student at the time of enrollment. The notice shall include the right of the student’s parents or the eligible student to do the following:

- a. Inspect and review the student’s education records;
- b. 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;
- c. File a complaint with the appropriate state or federal officials when the school district violates laws and regulations relative to student records;
- d. Obtain a copy of this policy and a copy of the student’s educational records;
- e. 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 district has designated certain information as “directory information.” Parents of students or eligible students have two weeks after notification to advise the school district 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 parents or the eligible student.

\*An "eligible student" is aged 18 or older or a student enrolled in a post-secondary school.

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

Bristol Tennessee City Schools rules, policies, and procedures remain in effect regardless of where the school-related activity or event takes place.

Consequences for infractions that occur after school hours may include not being allowed admittance to any other after-school activities or events for the remainder of the school year.

During in-school suspensions, out-of-school suspensions, expulsions, or zero tolerance placements, students may not participate in extracurricular activities and may not attend any school-related activities on or off campus or be on any school district property.

### **PARENT/GUARDIAN NOTIFICATION SYSTEM**

We utilize the SwiftK12 system for parent notification using phone, email, and text messages. It obtains contact information for parents from PowerSchool. Please read the below information for specific details:

- **District calls display the following caller ID: 844-491-5817.** School caller ID numbers display the school numbers.
- SwiftK12 is available to parents in the PowerSchool Parent Portal. If you log in to the Parent Portal, there is a link called SwiftReach SwiftK12 on the top left navigation pane under Alerting. After clicking the link, you can view recent messages sent by the school or district, review contact information, and set alert preferences. The following tabs are located at the top right of the SwiftK12 window: Home, Contact Information, Alert Preferences.
- The Home tab shows you any Documents & Files or Recent Alerts that have been sent by the district or school.
- On the Contact Information tab, you can see the contact information we have on file for you. You may provide two phone numbers and two email addresses for messages. If the phone numbers are mobile numbers, you will receive text messages unless you opt-out. If you would like to change the phone numbers or email addresses, you must contact your child's school.
- Within the Alert Preferences section of the PowerSchool Parent Portal, you can choose communication preferences. You can opt for specific email addresses and/or phone numbers out of messages or opt-out of categories of messages. You are not permitted to opt-out of Emergency messages.
- For text messages, parents/guardians and staff can also opt-out of messages at any time by replying STOP to a district or school message.

## **PARENT TEACHER ASSOCIATION (PTA)**

The PTA is a vital part of Bristol Tennessee City Schools and provides opportunities for parents/guardians to remain active in the education of their children. All parents/guardians are welcome to become active members of this organization and to contribute to fostering the educational development of all students. Please contact your child's school for more information.

## **PERSONAL COMMUNICATION DEVICES AND ELECTRONIC DEVICES**

Students may possess personal communication devices and personal electronic devices in accordance with each school's operating procedures. Such devices include, but are not limited to, wearable technology such as eyeglasses, rings, or watches that have the capability to record, livestream, or interact with wireless technology; cell phones; laptops; tablets; and MP3 players. A teacher may grant permission for the use of these devices to assist with instruction in the classroom, and teachers are encouraged to integrate the devices into their coursework.

Unauthorized use or improper storage of a device in violation of this policy or school's operating procedures will result in confiscation and/or a fine until such time as it may be released to the student's parent/guardian. A student in violation of this policy is subject to disciplinary action. 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.

## **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, CDs, DVDs, IPODs, 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.

## **RECORDS**

Bristol Tennessee City Schools collects 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 district keeps the following types of records:

1. Attendance
2. Scholastic records
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

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. For additional details about directory information, please see the “Notices” section of this handbook. 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.

### **RESPONSIBILITY TO SCHOOL PERSONNEL**

Students are under the supervision of all school personnel during the entire school day. Students do not have the right to disrupt other students who are pursuing an education. All students are expected to abide by the teacher’s classroom rules and/or school personnel requests. When asked, students must identify themselves to any school personnel. Failure to do so will result in disciplinary action.

### **SAFETY**

#### **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, definitions of violent crime, and other information at the following website: [www.state.tn.us/education/sp/spunsafeschoolchoice](http://www.state.tn.us/education/sp/spunsafeschoolchoice).

#### **School Resource Officers**

The Bristol Tennessee Police Department in partnership with Bristol Tennessee City Schools provides 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 officers who are school and classroom resources. Like regular police officers, 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 Measures**

Bristol Tennessee City Schools has the following security measures in place for students and staff:

- Our schools operate as closed campuses:
  - Students are prohibited from opening outside doors for individuals attempting to enter the buildings.
  - Outside doors must be closed and locked.
  - All visitors are required to report to the front office, show photo identification, and obtain a visitor pass by signing in through the Raptor system.

- Visitors must wear a visitor pass.
- Surveillance cameras have been installed at major traffic areas inside and outside of our school buildings. These cameras are designed to help provide a safer environment for learning. Please contact the school principal to answer questions about this system.
- SROs are assigned to every campus.
- The district contracts services with community organizations to provide mental health supports.
- The SwiftK12 communication platform is used to provide updates and alerts to family via text, email, and phone calls.
- Students, parents, staff, and the community may access the SafeTN App and Safe School Helpline to share suspicious activity or concerns and to report bullying, drugs, theft, thoughts of suicide, violence, and weapons.

### **Safe School Helpline**

If you see something, say something! The Safe School Helpline is a convenient, confidential way for anyone to anonymously report information about situations that might affect safety at our schools. The Safe School Helpline is free and available 24/7. Examples of threatening situations include, but are not limited to, the following: bullying, drugs, theft, thoughts of suicide, violence, or weapons.

- **Four Ways to Report to the Safe School Helpline**
- **Call:** 1-800-418-6423 or 1-800-4-1-VOICE (Ext. 359)
- **Text:** TIPS to 614-426-0240
- **Online:** [SafeSchoolHelpline.com](http://SafeSchoolHelpline.com)
- **Mobile App:** Download FREE on the [App Store](#) or [Google Play](#)

In addition, trained counselors are available 24 hours per day, 365 days per year to talk with individuals seeking assistance in coping with suicidal thoughts, depression, or feelings of loneliness and loss. Callers can press option '3' when prompted.

***\*This does not replace 911. Please call 911 if you know an emergency is occurring.***

### **SKATEBOARDS**

Students must leave their skateboards in the front office for the school day. Students are not allowed to ride skateboards on school property. They will be confiscated, and violators will be subject to disciplinary action.

### **SPECIAL EDUCATION**

Bristol Tennessee 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) 652-9451. 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 Special Education Director at (423) 652-9451 any time to contact someone who can assist with questions specific to your student.

### **Preschool-Aged Children/Early Intervention – Child Find**

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 aged three 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, please contact the special education director at (423) 652-9451.

Parents of children aged three through five suspected of having a disability should contact the special education director at (423) 652-9451. The special education department evaluates children between the ages of three and five 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.

### **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 who have many years of experience working in the disability field. Parents/guardians may access these resources by contacting the Tennessee Disability Pathfinder office at (800) 640-4636, searching their resource directory, and checking their community calendar. For additional information, please visit <https://www.tnpathfinder.org/>

### **Other helpful resources for parents/guardians:**

- 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>.

### **Why Use Tennessee Disability Pathfinder?**

Pathfinder is a single place to call or search for reliable disability-related services on the website. Pathfinder is a joint project of the Vanderbilt Kennedy Center for Excellence in Developmental Disabilities and the Tennessee Council on Developmental Disabilities. The statewide bilingual Helpline is (800) 640- 4636. **Information is also available at Pathfinder website: [www.familypathfinder.org](http://www.familypathfinder.org).**

### **Pathfinder Online Database**

Community service information is organized by agency, not private providers. Agency information is

searchable by county, keyword service category, or by agency name. Broad service categories include Advocacy, Camps, Education, Employment, Financial Assistance, Government Disability Assistance, Health Care Clinics, Housing, Information Services, Mental Health, Specific Disability Organizations Support for Families, Technology/Equipment, and Transportation.

### **Camino Seguro Database**

This database includes Spanish-speaking providers working at agencies across the state. Bilingual information is maintained by 14 service providers in East, West, and Middle Tennessee.

### **Disability Resources Library**

The library is organized into the following categories and includes national and state resources:

Advocacy and Law	Arts & Recreation
Assistive Technology	Emergency Preparedness
Employment	Housing
Mental Health	Religion & Spirituality
Summer Camps	Transportation Education

Vanderbilt Kennedy Center resources and tip sheets of various disability topics:

- Early Childhood
- School Age
- Support for Families
- Family Support
- Kids Support
- Parents Support

### **Statewide Calendar of Disability Events**

Tennessee Disability Pathfinder maintains a calendar with information from more than 160 agency representatives from across the state which includes information about training events, community activities, and upcoming meetings.

### **Downloadable Flyers & Materials**

The following downloadable flyers and materials are available online at the Tennessee Disability Pathfinder website: Statewide Parent Support Group list, Statewide Autism Resources list, and Autism Parent Guide.

## **TECHNOLOGY**

### **Access to the Internet**

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

## **Laptops**

It is the intent of the district to provide every student with 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. Use of a school-issued laptop is a privilege not a right and as such can be revoked for violation of district policies.

## **District Policies**

A violation of the district acceptable use policy will result in disciplinary action, possible monetary fines, and/or involvement of the Bristol Tennessee Police Department, depending on the severity of the violation.

## **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 or asset tags.
- 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 are responsible to bring their fully-charged laptop to all classes, unless specifically told not to do so by their teacher.
- A loaner laptop will be available to students when their laptop needs repair.
- Any inappropriate material found on the laptop will result in disciplinary action.

## **Charging the Laptop**

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

## **Laptop Backpack**

- District-issued laptops must be carried in the backpacks provided by the district.
- The laptop and backpack are to be treated as if they are textbooks and required for class.
- Extreme care should be taken when carrying the laptop in the backpack, especially when putting it down or storing it.

## **Sound**

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

## **Deleting Files**

- Students are not to delete any files or folders that they did not create or do not recognize.
- Deletion of certain files will result in computer failure and will interfere with the student's ability to complete class work and may affect class grades.

## **Music/Games/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 may be tainted with viruses, all downloaded games and/or software are a violation of the Responsible Use Policy (RUP). In addition, some games and software pull a large amount of bandwidth, which may make it difficult for others to access the internet.
- All software loaded on the laptop must be approved by Bristol Tennessee City Schools.

#### **Internet Use at Home**

- Monitoring of internet use outside of the district 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, the district may highlight students in efforts to promote district 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, parents/guardians understand that their child may be interviewed, photographed, videotaped, and/or voice recorded, and their name, image, likeness, and voice may be used in district-approved photographs, videos, publications, news media, and web pages for special projects or publicity aimed at promoting school activities and sound teaching practices. Parents/guardians understand the contents of the interview, photograph, video, or voice recording may be published, posted, distributed, or aired to the public.

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

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

Parents/guardians 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.

Parents/guardians 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**

Bristol Tennessee City Schools 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 online activities. The district 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 district, users have no reasonable expectation of privacy, including the use of email communications. The district 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 district 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 materials.
- 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 to 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 the district, its employees, and its students. The district 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 the district resources/devices, however, the district retains full editorial control as to any access, use, publication, or other activity relating to students.

### **Student Email Guidelines**

It is the policy of 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 Bristol Tennessee City Schools. Use of email for any illegal or commercial activities is prohibited.

Unless specifically authorized, the district prohibits the following activities and any others determined to be inappropriate uses of school district 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 regardless of it results in a copyright or trademark violation.
- Installing, distributing, reproducing, or using non-licensed software on district devices.
- Obtaining or modifying files, passwords, or data belonging to others.

- Misrepresenting other users or other third parties on the district 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 district 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 online 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 result in Bristol Tennessee City Schools charging 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 district staff.
9. The requested usage fee will NOT cover repairs from issues resulting from:
  - a. Damage because of willful intent. Willful damage will be considered vandalism. (i.e., keys are pulled off the keyboard, initials carved into the laptop case, etc.).
  - b. 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).
  - c. Damage caused by use with products not distributed by the district.
  - d. Damage resulting in a broken screen.
  - e. Damage because of a pet.
  - f. Damage because of the violation of the RUP.
  - g. Damage caused by operating the product outside the permitted or intended uses described by the district.
  - h. Damage caused by service performed by anyone who is not a representative of the district Technology Department.
  - i. Damage to a part or product that has been modified to alter functionality or capability without the written permission of the district.

- j. 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.
  - k. Any issue when the district asset tag or Dell service tag numbers have been removed.
  - l. Loaning an assigned laptop or charger to another student not assigned to that equipment.
  - m. Leaving an assigned laptop or charger unattended.
10. A student will be made a day user until the repair fine has been paid.
11. If the student is a temporary homebound 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.

**Repair Fines**

Fines will be charged based upon the type of device involved. Students may be made a day user or have all laptop privileges revoked until the fines are paid, depending on the severity of the damage.

**Windows Devices**

Item	Item Cost
LCD Screen	\$100
Top Lid Assembly	\$50
Keyboard	\$25
Palm Rest	\$40
Motherboard	\$240

Item	Item Cost
Hard Drive	\$70
Battery	\$100
Bottom Assembly	\$50
AC Adapter and Cord	\$42
Entire Laptop	\$550
Backpack	\$58

**Chromebooks**

Item	Item Cost
Motherboard	\$137.99
Daughterboard	\$22.99
Keyboard	\$63.24
Screen	\$33.34
Back Cover	\$34.49

Item	Item Cost
Touch Pad	\$34.49
Bezel	\$40.24
Charger	\$22.76
Battery	\$33.34
Entire Chromebook	\$250
Backpack	\$58

## TESTING

### Tennessee Comprehensive Assessment Program (TCAP) 2023-2024

Tennessee Comprehensive Assessment Program (TCAP) has been the state's testing program since 1988. TCAP includes assessments in grades 3-8 in ELA, math, and science; grades 6-8 social studies; and end-of-course (EOC) assessments in high school for English I & II, Algebra I & II, Geometry, Biology, and U.S. History. The testing windows are available on the district website upon release.

The assessments are administered online for all middle school students and high school EOC exams. All tests are timed, and each subtest takes approximately 35 to 95 minutes. The assessments are designed to assess true student understanding and not basic memorization and test taking skills. TCAP measures understanding of state standards. TCAP EOC assessments help measure a student's academic growth in a particular content area. Individual student reports, which detail student performance, are provided to parents/guardians as soon as they are released to the district by the Tennessee Department of Education.

The district administers multiple assessments to measure student progress toward mastery of the curriculum and student skill development over the course of the school year. These assessments include practice assessments or benchmarks in preparation for TCAP.

ACT is administered and used to measure college readiness and HOPE scholarship eligibility. Reports are provided to students by ACT approximately three to eight weeks after the administration of the assessment. Students in 11th grade must participate in the ACT state test during the spring. Students in 12th grade will participate in the ACT senior retake in the fall.

For more information and specific dates, visit  
<https://www.btcs.org/departments/assessments>

## TOBACCO USE AND/OR POSSESSION

The use or possession of tobacco products in any form (including e-cigarettes pursuant TCA 39-17-1503) 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 e-cigarette product, and any chewing or dipping of any tobacco or e-cigarette product.

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

Tobacco and e-cigarette use shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events or public restrooms.

Some tobacco and e-cigarette offenses are also a violation of existing law. Tobacco or e-cigarette policy violations, which are also a violation of existing law, will be punishable under school district 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 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 district may attend schools within the school district as outlined in School Board Policy 6.204.
2. Tuition applications must be submitted to the Student Services office and approved by the supervisor of student services (the director of school's designee).
3. If the student resides in the state of Tennessee, the parent/guardian must pay a tuition fee established by the school board. If residing in a state other than Tennessee, they must pay a tuition fee established by the Tennessee Department of Education.
4. Tuition shall be paid to Bristol Tennessee City Schools and may be made in whole or two parts according to dates set by the director of schools. The first part shall be paid prior to the first day of school. If the parent/guardian fails to make payment in the required time, the principal shall notify the supervisor of student services in writing, and the student will be subject to being dropped from enrollment.
5. Students whose parents/guardians become residents within the school district will be refunded any unused portion of the tuition on a pro-rated basis.
6. Middle school or senior high students who fail one or more subjects during the last school year may be either placed on probation the next school year following such failures or may be asked not to re-enter Bristol Tennessee City Schools the following year. The decision shall be derived through a conference between the principal and the parents. The conference may include other faculty members or school officials who have knowledge relevant to the case.
7. If tuition students or parents/guardians of tuition students cause undue hardship to teachers, other students, or administrators, it may result in the student being asked to terminate their attendance in Bristol Tennessee City Schools. Each case requires that the principal notify the director of schools in writing of the problem, and, in turn, the director of schools/designee, shall notify the parents/guardians of the date of the termination.

The principal's initial and continuing approval of tuition and transfer applications are contingent upon the student's ability to maintain acceptable attendance, satisfactory academic grades, 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 district. 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 attorney fees, incurred by the school district.

**All students residing in the state of Tennessee are welcome to apply to attend Tennessee Online Public School, which is tuition-free.**

#### **VIDEOS/PICTURES**

Any videos/pictures taken on school grounds cannot be shared, published, copied, or posted in any format without written permission of the school. The consequences are at the discretion of the administration. The consequences for recording altercations (i.e., fights) may be the same for those recording an altercation as those involved in the altercation.

#### **VISITORS**

To maintain the conditions and atmosphere suitable for learning, no person shall enter onto school buses, or during school hours, enter upon the grounds or into the buildings of any school, except students assigned to that bus or school, the staff of the school, parents of students, and other persons with lawful and valid business on the bus or school premises.

All visitors shall report to the school office when entering the school. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal/designee. All persons, other than enrolled students and employees of the school, shall obtain a visitor's pass by scanning a driver's license and then shall prominently display a visitor's pass. Visitors and parents should not go to rooms or wait outside of classroom doors without prior approval from office personnel. Office personnel will help you if you need to speak with a student or if you have lunch money, books, and notes to be delivered.

Students from other schools, including students from other Bristol Tennessee City Schools, may not visit other schools during the school day. Requests from students to bring friends, relatives, or others to school will not be approved.

The principal/designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or school, disturbing the staff or students on the premises, or committing an illegal act. The principal shall engage law enforcement officials when they believe the situation warrants such measures.

#### **WEBSITES**

Bristol Tennessee City Schools maintains a website at [www.btcs.org](http://www.btcs.org). Links for each individual school can be found on this website. These sites are in a constant state of development. They are maintained as an additional source of information about the district and schools and as a communication tool for parents/guardians and other interested parties.

#### **YEARBOOK PHOTOGRAPHS/PICTURES**

To ensure consistent quality, all student photographs will be taken by the same company under contract with the school. No prank-style photographs (wigs, hats, inappropriate make-up, etc.) will be included in the yearbook. Pictures will be approved and printed based upon the discretion of the sponsor. The yearbook staff accepts no responsibility for lost photographs, including those submitted for student ads