BTCS Elementary Handbook 2019–2020

Bristol
TENNESSEE
CITY SCHOOLS

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

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

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

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

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

ENGAGE. CHALLENGE. INSPIRE.

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2019-2020 School Calendar

Schools Closed

Laptop Distribution* ..... July 25, 30, 31
Teacher Inservice Day ..... August 1
Teacher Work Day..... August 2
Teacher Work Day..... August 6
Fall Race Day..... August 16
Labor Day ..... September 2
Teacher Inservice Day ..... September 3
Fall Break.....October 7-11
Teacher Inservice Day .....October 14
Teacher Inservice Day ..... November 11
Thanksgiving Break..... November 27-29
Holiday Break.....December 23-January 3
Teacher Work Day..... January 6
Martin Luther King Jr. Day**..... January 20
Teacher Inservice Day ..... January 21
Teacher Inservice Day ..... February 17
Spring Break..... March 16-20
Teacher Inservice Day ..... March 23
Good Friday .....April 10
Teacher Work Day..... May 21

**Parents and students (grades 4-12) will pick up the student's laptop and accessories at their convenience during the Laptop Distribution, July 25, 30, or 31 (approximately 90 minutes). Returning students (grades 5-12) MUST bring their BTCS backpack with them in order to be issued a laptop.*

***This is also the designated parent conference day. Schools are closed. Parent conference dates/times are scheduled by each school during evening hours.*

Early Dismissals

August 5 .....Elementary (8:10-10:10)
VMS and THS (7:30-9:30)
December 20 .....Elementary (8:10-12:30)
VMS and THS (7:30-11:45)
May 22 .....Students pick up report cards

PreK/Kindergarten Registration

April 16, 2020

School Closings/Delays

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

Two-Hour Delay Schedule
Elementary (10:10-3:10)
VMS and THS (9:30-2:30)

July 2019						
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			

August 2019						
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 2019						
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 2019						
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 2019						
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 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
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 2020						
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 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
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 2020						
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
24/31	25	26	27	28	29	30

June 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Regular School Day
Early Dismissal
School Closed
Optional Student Day
Laptop Distribution (School Closed)

Interim Reports
August 26-30
November 11-15
February 3-7
April 20-24
End of Nine Weeks
October 4
December 20
March 13
May 22
Report Card Distribution
October 16
January 8
March 25
May 22

ACCIDENT INSURANCE

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

ADDRESS/PHONE NUMBERS

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

ADMISSION

Any children interested in the Pre-K programs must be 4 years old on or before August 15 of the school year for which they are enrolling. New kindergarten students must be 5 years old on or before August 15 of the school year in which they are enrolling. New first grade students must be 6 years old on or before August 15 and have completed an approved kindergarten program.

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

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

AFTER-SCHOOL CARE

After-school care varies by school and may or may not include The YMCA, YWCA, Boys & Girls Club of Bristol, and Girls Inc. at your child's school. Please contact these organizations if you have any questions about their programs.

ANNOUNCEMENTS

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

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

ATTENDANCE

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

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

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

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

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

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

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

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

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

Excused Absences
Conditions for excused absences include:

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

Parent/guardian Reported Absences (5 days accepted)
A total of 5 absences will be excused based on parent/guardian notification via call-in, email, or note (this means a doctor's excuse is not required). Once the limit (5) has been reached, parents/guardians will receive a letter requiring doctor's excuses for future absences. After 5 parent/guardian excuses (notes, phone calls, or emails), the student will be marked as an unexcused absence unless a doctor's excuse is turned in to the office. *Please note - If the student has a doctor's excuse, then the absence does not count as a parent/guardian excuse. There is no limit on absences with doctor's excuses.

Unexcused Absences
Once your child accumulates 5 unexcused absences, a letter will be sent from the

Bristol Tennessee School System Director of Attendance. At that time, we will seek assistance from the court system to improve your child's attendance. If the absence is an unexcused absence, any make-up work will be credited at 80% of its value.

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

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.

Family/Cultural Leave & Educational Activities (3 days maximum)
Students may be excused from school to participate in cultural and educational activities. The following guidelines shall be used by school principals in approving cultural/educational activities:

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

BUS INFORMATION

Bus transportation is provided at no charge to students. If you have questions concerning bus routes or have safety concerns, please contact *Holston Bus Company* at 989-3521. Any time your child's bus routine is changed, please send a note to your child's teacher. A note to the bus driver is required if a child rides the bus to a different student's house/drop-off location.

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

- Obey the bus driver's directions
- Sit properly facing the bus driver

- Stay in one seat for the entire trip
- Keep hands, feet, and objects in their proper place
- Talk quietly

Infractions will jeopardize the child's privilege to ride.

CAFETERIA

Parents/guardians are welcome to eat with their children anytime during the year. As a consideration to the cafeteria staff, please call the cafeteria or send a note to your child's teacher to notify them of your plans a day in advance. This will allow them to prepare enough food for all the students and adults who are eating lunch. **Due to federal guidelines, food from restaurants and carbonated drinks are not allowed in the cafeteria.**

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

	Breakfast	Lunch
Student (regular)	$1.50	$2.45
Student (reduced)	.30	.40
Adult	2.50	3.40

Accounts

All students have cafeteria account numbers and may prepay into their account anytime. The account will be used for breakfast, snack, and lunch. Students use their 5 digit student ID number to access their accounts in the cafeteria. This ID number also serves as a student's AR password and library number. It should be kept confidential. Any balance in your student's account will be carried over to the following August. If your child is in the 6th grade, the balance will carry over to Vance Middle School. Refunds are not made except in the case of a transfer out of the school system. Questions concerning School Nutrition policies should be directed to the School Nutrition Director, at 652-9221. Students may not use another student's account.

Online Payment

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

How to Enroll:

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

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

Meal Charge Procedure (Effective Date: June 1, 2017)
Elementary students who are unable to pay for their meals at the time of the meal service are allowed to charge breakfast and lunch. Students charging breakfast and/or lunch will receive reimbursable meals. There is no alternate meal offered to students, and parents/guardians/guardians are responsible for all meal charges accrued during the school year. Charging of ala carte (extra) items is not allowed.

Household notification:

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

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

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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 Cindy Begley at begleyc@btcs.org.

CANCELLATION OF SCHOOL

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

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

CELL PHONES / TELEPHONE USE / ELECTRONIC DEVICES

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

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

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

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

CHILD ABUSE AND NEGLECT

All personnel shall be alert for any evidence of child abuse 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), or to the office of the chief law-enforcement official where the child resides.

DCS Hotline * 1-877-572-2873

The report shall include:

1. The name, address, and age of the child;
2. The name and address of the parents/guardians 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 his/her identity shall remain confidential except when the juvenile court determines otherwise. Failure to report to the Department of Children's Services (DCS) is considered a misdemeanor, and is punishable up to 11 months 29 days in jail and a fine of up to $2,500.

CLINIC

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

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

Individual Health Plan (IHP)
Any student with a medical condition 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 with only the staff involved with the student. These forms are available on the school system web site under the Resources tab at Health Matters or you may indicate 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
In accordance with Tennessee State Law and the Bristol Tennessee Board of Education Policy, the following procedures will be followed at Bristol Tennessee City School System regarding medications:

- **Prescription Medications**
  In order 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 container from the pharmacy and will not be accepted in a baggie or foil. Students are not allowed to carry any medication on their person with the exception of emergency medications (inhalers, epi pens). However, emergency medications must also \ have a doctor's order on file with the school nurse.

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

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

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

Screenings
The school nurse conducts vision and hearing screenings for Pre-Kindergarten, Kindergarten, second grade, fourth grade, sixth grade, and CDC students. The

screenings conducted at school are not meant to replace a professional eye/ear exam or yearly physical. Nonetheless, the school screening tests are carefully and accurately performed and will provide an indication of each child's vision and hearing functioning at that time. A letter will be sent to all parents/guardians with information about each child's performance on the screenings.

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

COMPLIANCE CONTACT PERSONS

The Bristol Tennessee City School System does not discriminate on the basis of race, color, national origin, gender, handicap, or age. The following staff members serve as contact persons for the areas listed.

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

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

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

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

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

based on the student's needs.

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

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

CONFERENCES

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

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

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

COUNSELING

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

DISCIPLINE

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

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

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

APPROPRIATE SCHOOL BEHAVIOR

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

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

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

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

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

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

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

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

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

Classroom Rules

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

Playground Rules

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

DETENTION ASSIGNED BY TEACHER

Students may be detained before or after the school day as a means of disciplinary action. The following guidelines shall be followed:

a) The student will be given at least one (1) day of notice before detention, unless student's parent/guardian gives permission for same day detention;
b) Parents/guardians will be informed before detention takes place;
c) Students in detention will be under the supervision of certified staff members;
d) Detention will not exceed one (1) hour after the official closing of the school day, without parent/guardian permission, but may be administered several days in succession.

DETENTION ASSIGNED BY ADMINISTRATOR

Administrators have discretion in dealing with referred problems. Students may be detained before or after the school day as a means of disciplinary action. Lunch detention may also be assigned.

IN-SCHOOL SUSPENSION

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

OUT-OF SCHOOL SUSPENSION AND EXPULSIONS

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, has been questioned about it, and has been allowed to give an explanation.
2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent/guardian or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent/guardian or guardian has been contacted.
3. The principal shall notify the parent/guardian or guardian and the director of schools or designee in writing of:
   a. The suspension/expulsion and the cause for it.
   b. A request for a meeting with the parent/guardian or guardian, student, and principal, to be held as soon as possible, but no later than five (5) days following the suspension/expulsion. This notification shall contain the reasons for the suspension/expulsion, the exact number of days of the suspension/expulsion, and the exact day on which the student should return for readmission.
4. Immediately following the scheduled meeting, whether or not attended by the parent/guardian or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. The principal is authorized to establish reasonable conditions which the student must meet in order to be readmitted to school from a suspension. If conditions are established, it is the principal's option whether the conditions must be met by the end of the suspension time, or if early reentry will be allowed if the conditions are satisfied early. If the principal determines the length of the suspension to be between six (6) days and the maximum to ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
5. If at the time of the suspension, the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/

expel/remand the student unconditionally for a specified period of time or upon such terms as conditions as are deemed reasonable.

6. The principal shall immediately give written or actual notice to the parent/guardian or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. All appeals must be filed, in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student, or any person holding a teaching license who is employed by the school system if requested by the student.
7. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.
8. Discipline of disabled students will be in accordance with IDEA guidelines.

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

DUE PROCESS

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

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

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

QUESTIONING AND SEARCHES

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors.

A student using a locker that is the property of the school system does not have

the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search.

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

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

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

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

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for drugs, weapons or items of an illegal or prohibited nature.

If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be:

1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent/guardian or guardian of a student

or, if it has no significant value, the item may be destroyed, but only with the express written permission of the director of schools.

2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student or any motor vehicle on the school premises; or

2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

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

STUDENT DISCIPLINE RECORDS

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

DISCIPLINE DEFINITIONS

Assaults

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

Bullying

Bullying is defined as an act directed at one or more students that is intended to harm or embarrass, is repeated over time, and involves an imbalance of physical, emotional or social power. Bullying can be conducted verbally and in writing (teasing, name-calling, taunting, threatening to cause harm) socially/relationally (hurting someone's reputation or relationship) or physically (hurting someone or their possessions). **Harassment, bullying, cyber-bullying, or any disruptive or violent behavior** includes conduct such as gestures, written, verbal, graphic, written (including electronically transmitted acts) toward a student which are based on any actual or perceived trait or characteristic of the student and creates an educational environment that meets one or more of the following conditions:

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

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

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

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

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

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

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

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

CATEGORY I

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

VIOLATIONS

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

CATEGORY II

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

VIOLATIONS

1. Continuation of Category I offenses
2. Truancy, skipping class
3. Leaving school or class without permission
4. Vandalism; misuse or destruction of property of others or the school
5. Theft
6. Possession/use of tobacco products or paraphernalia
7. Chronic disruptive, disrespectful, insubordinate, or other defiant behavior
8. Obscene, foul, slanderous, libelous, or abusive language directed toward students or personnel
9. Harassment/Bullying/Cyberbullying
10. Gambling
11. Lack of required immunization
12. Intimidating or threatening
13. Deprivation of another's right to attend school
14. False fire alarm or report
15. Possession, receipt, or sale of stolen property
16. Trespassing
17. Prescription medication violation
18. Inciting, advising, or counseling others to engage in any misconduct
19. Lewd or lascivious behavior

20. Possession of an incendiary device
21. Aggressive interference with normal school operations
22. Wearing, carrying or displaying any item denoting any type of gang affiliation or exhibiting behavior or gestures which symbolize gang membership (TCA 49-6-4215)
23. Violation of bus transportation rules
24. Possession of laser devices on school system property during school hours or during school sponsored event.

CATEGORY III

Offenses include acts, which may endanger the health or safety of self or others. Also included are acts of violence to another's person or property or acts which pose a direct threat, either actual or perceived, to the safety of others in the school. Discipline will include out-of-school suspensions expulsion, and/or referral to the Discipline Intervention Panel, an alternative plan or placement, or referral to law enforcement. All offenses in this category will be reported to the Director of Schools.

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

VIOLATIONS

1. Continuation of Category II offense
2. Arson
3. Bomb threat
4. Violent, uncontrollable behavior
5. Assault
6. Detonation of an incendiary device
7. Deliberate and willful inhalation or consumption of dangerous substances
8. Fighting
9. Extortion
10. Threatened violence against school personnel
11. Indecent exposure
12. Possession, sale, or distribution of drug paraphernalia, including pagers (TCA 49-6-4202, 49-6-4214)
13. Under the influence of Alcohol/Drugs/controlled Substances *(TCA 49-6-4202).
14. Consumption of any illegal substance including alcohol, drugs or controlled substances (School Board Policy 8.123).

CATEGORY IV – ZERO TOLERANCE

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

Weapons & Dangerous Instruments
Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or off the school grounds at a school-sponsored activity, function, or event.

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Firearms (as defined in 18 USC 921)
In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis (TCA 49-6-401 (g)); (TCA 49-6-3401(g)).

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

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

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

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

Offenses Required To Be Reported To Law Enforcement
Where there is evidence that a violation on this list has occurred, the principal (or designee) will immediately notify law enforcement officials.

1. Aggravated assaults (TCA, Title 39, Chapter 13)
2. Assaults on staff or school bus personnel (TCA, Title 49, Chapter 6)
3. Arsons (TCA, Title 39, Chapter 14)

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

Any teacher or staff member having knowledge or a reasonable suspicion of any activity set out above will immediately report the activity to the principal or his/her designee. The principal (or designee) will conduct an immediate investigation, including interrogations and searches, under school policy.

Discipline Matrix

Offense	Description	Disciplinary Action
Arson/False Alarm	Willfully setting fires. Pulling fire alarm or discharging fire extinguisher as a joke or prank	Up to 10 days OSS Referral to Law Enforcement
Assault – Staff	Actions directed toward a staff member which result in physical harm. Threatened violence towards a staff member.	Up to 10 days OSS Possible long-term suspension and/or remand to ELC. Referral to Law Enforcement
Assault – Student	Physically attacking another student without retaliation (fighting back) by the offended party; intent to do physical harm; severe horseplay which causes harm even if no harm was intended.	1st: Up to 5 days OSS 2nd: Up to 10 days OSS and/or possible long-term suspension or remand to ELC
Bus Problems	All school rules apply to students while riding a school bus in addition to the rules on the bus.	1st: Warning, assigned seat, or suspension of bus riding privilege
Cheating/Forgery/Lying	Forgery-signing someone else's name OR taking credit for something which is not yours OR using another's student login information or password. Lying- Making a statement to which one knows to be untrue. Cheating- Using dishonest methods to gain academic advantage	No credit for work/no makeup of assignment; parent/guardian notification by teacher 1st -3rd : Recess Detention 4th - Up to 3 days ISS Repeat: Up to 5 days ISS/ OSS
Class Disruption	Any disturbance or interference that takes away from the learning environment which does not cause physical harm or injury to one's self or others.	1st -3rd : Reflection Recess 4th - Up to 3 days ISS Repeat: Up to 5 days ISS/ OSS

Drugs/Alcohol	Any possession of drugs or alcohol including cigarettes	1st: Up to 3 days ISS/OSS 2nd: Up to 5 days ISS/ OSS Possible long-term suspension and/or remand to ELC. Referral to Law Enforcement
Disrespectful Behavior Towards a Staff Member	Talking back, mocking, gesturing. Any act which demonstrates a disregard or interference with authority or supervising personnel	1st -3rd : Reflection Recess 4th - Up to 3 days ISS Repeat: Up to 5 days ISS/ OSS and/or remand to ELC
Enticing Wrong Behavior	Encouraging, advising, counseling others to engage in any act which violates school rules; includes creating or carrying messages from one student to another, "he said… she said"; repeating rumors; repeating unkind statements; other actions which result in student conflict.	Same punishment as one who commits offense
Fighting	Punches exchanged between students.	1st: Up to 5 days OSS 2nd: Up to 10 days OSS and/or remand to ELC
Harassment/Bullying/ Cyber-bullying	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or inappropriate touching. Cyber-bullying may not happen at school but will be dealt with if it disrupts the learning environment. Repeated verbal abuse, inappropriate touching, threats of physical harm, including threats of weapons	1st: Up to 3 days ISS/OSS 2nd: Up to 5 days ISS/ OSS Possible long-term suspension and/or remand to ELC. Referral to Law Enforcement

Horseplay	Rough, boisterous, physical play which disrupts order in classrooms, hallways, or other areas of the building or campus and may cause injury to self or others	1st -3rd : Reflection Recess 4th - Up to 3 days ISS Repeat: Up to 5 days ISS/ OSS
Improper Cell Phone Use	Students should get permission from the classroom teacher to use their cell phone or other electronic device. All cell phones and electronic devices should be turned off while classroom instruction is taking place. Improper usage of cell phones or other electronic devices will result in confiscation of the device.	1st: Device will be confiscated and returned to the student at the end of the day 2nd: Device will be confiscated and parents/ guardians will be contacted to come to the school and pick up the device. 3rd: Up to 3 days ISS, Parent/guardian will come to the school and pick up the device.
Inappropriate Verbal or Non-Verbal Language	Student engages in low-intensity instance of inappropriate language toward other students, calling names. Use of inappropriate vocal tones.	1st -3rd : Reflection Recess 4th - Up to 3 days ISS Repeat: Up to 5 days ISS/ OSS
Indecent Exposure	Any willful display of improper parts of the body or undergarments.	Up to 10 days OSS
Leaves Class Without Permission	Exiting a classroom or instructional area without explicit permission from supervising personnel.	1st: Up to 3 days ISS/OSS 2nd: Up to 5 days ISS/ OSS Possible long-term suspension and/or remand to ELC. Referral to Law Enforcement
Leaves School Building Without Permission	Intentionally exiting the school building without explicit permission from supervising personnel	1st: Up to 3 days OSS, Contact Law Enforcement 2nd: Up to 5 days OSS and/or remand to ELC, Contact Law Enforcement

Physical Aggression	Physical contact with intent or outcome of causing injury or harm to others.	1st -3rd : Reflection Recess PARENT/GUARDIAN CONTACT 4th - Up to 3 days ISS 5th: Up to 5 days ISS/ OSS Repeat: Up to 5 days OSS and/or remand to ELC
Physical Contact	Student engages in non-serious, but inappropriate, physical contact. Doesn't display a perceived threat or injury.	1st -3rd : Reflection Recess 4th - Up to 3 days ISS Repeat: Up to 5 days ISS/ OSS
Profanity Improper Language Lewd Conduct Abusive Language	Using improper, profane, vulgar language or making vulgar, immoral gestures with hands, fingers, or other parts of the body directed towards a staff member. Possession of pornographic material Swearing or curse words directed toward others in a demeaning or provoking manner, words used to hurt or demean.	1st: Up to 3 days ISS/OSS 2nd: Up to 5 days ISS/ OSS Repeat: Up to 5 days OSS and/or remand to ELC
Profane and/or Obscene Language Draws Obscene Picture	Says, writes, or draws pictures, words, or images considered indecent or offensive (e.g., graffiti, letters, notes, posters, etc.)	1st -3rd : Reflection Recess 4th - Up to 3 days ISS 5th: Up to 5 days ISS/OSS Repeat: Up to 5 days OSS and/or remand to ELC
Property Misuse/ Damage	Use of property in a way in which it was not designed. It does not cause physical harm or injury to oneself or others.	1st -3rd : Reflection Recess 4th - Up to 3 days ISS 5th: Up to 5 days ISS/OSS Repeat: Up to 5 days OSS and/or remand to ELC
Stealing or Possession of Stolen Property	Taking or having in one's possession property known to be stolen; intentionally taking and not paying for food in the cafeteria.	1st: Up to 5 days ISS 2nd: Up to 5 days ISS/ OSS Repeat: Up to days 10 OSS and/or remand to ELC

Tardy	Habitually late to class (5 or more documented tardies).	1st: Isolated Lunch (After 5th tardy) 2nd: Detention (After 10th tardy) 3rd: Referral to Attendance Supervisor with possible denial of transfer or tuition (After 15th tardy)
Teasing/Taunting	Inappropriate comments and/or unwanted verbal, physical, or emotional advances	1st -3rd : Reflection Recess 4th - Up to 3 days ISS 5th: Up to 5 days ISS/OSS Repeat: Up to 5 days OSS and/or remand to ELC
Threatening or Intimidating Students	Making verbal, written threats, or gestures towards other students with the intent to endanger the safety and well-being of other students.	1st: Up to 3 days ISS/OSS 2nd: Up to 5 days ISS/ OSS Repeat: Up to 5 days OSS and/or remand to ELC
Willful Disobedience Insubordination Defiance	Leaving classroom without permission, repeated verbal defiance over 5 minutes, or direct refusal to obey after 2 directives. Refusing to obey; challenging or resisting authority; engaging in power struggles.	1st: Up to 3 days ISS/ OSS 2nd: Up to 5 days ISS/ OSS Repeat: Up to 5 days OSS and/or remand to ELC
Vandalism	Willful, playful, or malicious damage or destruction of school property or property of other students or school staff	1st: Up to 5 days ISS/OSS Parents/guardians of students may be liable for payment or replacement of damaged property.
Violent, Uncontrollable Behavior	Violent behaviors posing danger to other students.	1st: Up to10 days OSS and/or remand to ELC 2nd: Up to 10 days OSS and/or remand to ELC

APPEALS PROCEDURES

In-School Suspensions Appeals
In-school suspensions cannot be appealed beyond the principal.

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

Ten Days or Less
Out-of-School Suspension of 10 (ten) days or less may be appealed to the Supervisor of Special Populations and Student Services.

Ten Days or More, Non Zero Tolerance
Non Zero Tolerance Out-of-School Suspensions of more than 10 (ten) days may be appealed to the Supervisor of Special Populations and Student Services.

Zero Tolerance Offenses Appeals
Zero Tolerance offense suspensions may be appealed to the Director of Schools or his designee. All appeals must be filed, in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student, or any person holding a teaching license who is employed by the school system if requested by the student.

SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature.

Sexual harassment includes but is not limited to:

1. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.
2. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
3. Inappropriate patting or pinching.
4. Any sexually motivated unwelcome touching.
5. Body language where the intent is sexually suggestive.
6. Verbal harassment or abuse of a sexual nature.
7. Subtle pressure for sexual activity.

Sexual harassment may occur on or off campus:

1. Student to student: during the school day or at any school sponsored activity.
2. Student to employee: any case reported.
3. Employee to student: any case reported.

Reporting Procedures:
Any person who believes he or she has been the victim of sexual harassment by a student or an employee of the school system, or any third person with knowledge of belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to an appropriate school system official as designated. The school system encourages the reporting party or complainant to use the report form available from the principal of each school or available from the central office.

Reprisal:
Any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a sexual harassment complaint will be disciplined. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

DRESS CODE

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

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

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

Shirts/Blouses:

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

Sweaters/Sweatshirts:

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

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

- When wearing Leggings/Jeggings/Yoga Pants, shirt must cover bathing suit area.
- Must be worn at the waist and be size appropriate. No sagging is allowed.

- Must have **NO HOLES** where skin is above the shorts requirement and/or underwear is exposed.
- Shorts must not be any shorter than 2 1/2 inches (width of a dollar bill) above the top of the kneecap.

Skirts/Dresses/Jumpers:

- Skirts, dresses, and jumpers must not be shorter than 2 ½ inches (width of a dollar bill) above the top of the kneecap. A slit in the dress or skirt cannot exceed the length of a dollar bill (6 inches) above the top of the kneecap.
- The top of the dress must meet the shirt/blouse requirements of the dress code or have a shirt that does meet the requirements beneath or over the dress. Backless dresses, low cut dresses, or dresses with spaghetti straps will not be permitted.

Coats/Jackets:

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

Headwear/Hats:

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

Other General Rules:

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

DRUG AND ALCOHOL TESTING

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

EMERGENCY DRILLS

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

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

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

EMERGENCY INFORMATION

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

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

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

Notify the school immediately of address or telephone changes.

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

ENRICHMENT FEES

According to state code, no student is obligated to pay fees. However, in order to properly and adequately maintain our programs, we appreciate any contributions

to our fee program. A $20.00 per year fee is charged to each student. *Any parent/ guardian who wishes to make application for a waiver should contact the school's office.* A letter of explanation will be sent home at the beginning of the school year.

EXTRACURRICULAR ACTIVITIES

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

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

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

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

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

Schools may disclose, without consent, "directory" information such as a student's

name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/guardians and eligible students annually of their rights under FERPA, which is the intent of this notice.

You may contact, Dr. Dixie Bowen, Student Services Supervisor at 652-9451 if you have any questions regarding student records.

FIELD TRIPS/AFTER-SCHOOL EVENTS

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

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

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

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

FINANCIAL OBLIGATIONS

According to state law, school systems “are authorized to withhold grade cards, diplomas, certificates of progress, or transcripts of a student who has taken property which belongs to a local education agency…” [Rule 0520-1-3-03(13)]. Students with outstanding financial obligations (lost textbooks, library obligations, fundraisers, etc.) will have all academic records “frozen” until such obligations are met.

FOOD

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

GRADING / REPORT CARDS

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

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

GRADES PreK-6 (Grading Symbols)

Grade	Symbol	Description
PreK-1	3	Consistently meets grade-level expectations
	2	Inconsistently meets expectations
	1	Significantly below grade level
2-6	93-100	A
	85-92	B
	75-84	C
	70-74	D
	0-69	F

Bristol Tennessee City Schools Tennessee Comprehensive Assessment program 2018-2019

Name of Assessment, Purpose, Use, and time and manner in which parents/guardians and students will be notified of the results.	Dates
Tennessee Comprehensive Assessment Program (TCAP) has been the state's testing program since 1988, and it includes TNReady assessments in grades 3-8 for math, English language arts, social studies, and science. The assessment will be administered paper/pencil for grades 3-8 in all subject areas. All tests will be timed and each subtest is expected to take approximately 30-85 minutes. The assessments are designed to assess true student understanding and not just basic memorization and test-taking skills. TCAP measures understanding of our state standards. Individual student reports which detail student performance will be provided to parents/ guardians as soon as they are released to the district by the Tennessee Department of Education. Practice assessments or benchmarks will be administered periodically in preparation for TNReady in ELS, Math, Science, and Social Studies.	April 13 - May 8
BTCS administers multiple assessments to measure student progress toward mastery of the curriculum and student skill development over the course of the school year.	Fall, winter, and spring

For more information and specific dates, visit www.btcs.org/departments/assessments

HOMEWORK

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

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

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

INSTRUCTIONAL MATERIALS

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

MESSAGES FOR STUDENTS FROM PARENTS/GUARDIANS

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

NOTICES

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

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

STUDENT RECORDS ANNUAL NOTIFICATION OF RIGHTS

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

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of the student's educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian shall mark the appropriate student records for which directory information is to be limited, and this designation shall remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

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.[3]

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.[4]

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

OFF-CAMPUS ACTIVITIES/EVENTS

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

PARTIES

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

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

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

Invitations:

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

PERSONAL ITEMS

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

PTA PARENT/GUARDIAN INVOLVEMENT

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

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

RECORDS

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

The school system keeps the following types of records:

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

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

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

received, and most recent previous education agency or institution attended.

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

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

REPORT CARDS

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

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

SAFE SCHOOL CHOICE

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

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

Parents/guardians may find detailed guidance, including reporting forms, violent crime definitions, and other information at the following website: www.state.tn.us/education/sp/spunsafeschoolchoice.

SAFETY EQUIPMENT

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

SCHOOL MESSENGER

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

SCHOOL PROPERTY

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

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

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

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

SECURITY

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

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

SPECIAL SERVICES

Bristol City Schools has special education services provided by resource, speech, vision, physical therapy, and occupational therapy personnel. Students may be referred for services if they are experiencing educational difficulties. A special services team will do initial screening and, if necessary, refer students to the school psychologist for further testing. An individualized educational program (IEP) or Section 504 plan will be established when appropriate.

Child Find

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

Tennessee Disability Pathfinder
Pathfinder is a single place to call (statewide bilingual HELPLINE is 800-640-4636) or search for reliable disability-related services on the web, at www.familypathfinder.org. It is a joint project of the Vanderbilt Kennedy Center for Excellence in Developmental Disabilities and the Tennessee Council on Developmental Disabilities.

Community service information is organized by agency, and agencies are searchable by county and by 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.

STUDENT RESIDENCE DEFINED

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

TECHNOLOGY GUIDELINES

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

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

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

distributed, or aired to the public.

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

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

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

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

Computer Network and Email Responsible Use Policy for Students and Employees

The Bristol Tennessee City School System (BTCS) may provide students and employees with access to the Internet, school network, and other electronic resources to meet their school-related needs. Employees working with students will help students develop the critical thinking skills necessary to discriminate among information resources, to identify information appropriate to their age and developmental levels, to evaluate and use information to meet educational goals that are consistent with the district's student learning outcomes, and to develop safe practices when using the Internet and other on-line activities. BTCS will post links to online Internet safety resources for community members, parents, and students as well as offer staff development sessions to educate staff members. Students may have access to the Internet ONLY with a teacher's permission and ONLY for curricular needs. Access to the Internet through school resources is a privilege, not a right, and may be revoked for inappropriate or unauthorized use as determined by district authorities. All students are responsible for contacting teachers immediately if they discover or are aware of inappropriate sites or inappropriate or unauthorized use. Because all computer hardware and software belong to the board, users have no

reasonable expectation of privacy, including the use of email communications. BTCS archives all non-spam emails sent and/or received on the system for a maximum of 12 months or in accordance with Records Management for Municipal Governments. After the set time has elapsed, email communications may be discarded unless notification of pending litigation or other good cause exists for retaining email records. The board of education will review these guidelines annually during board work sessions. Unless specifically authorized, the district prohibits the following activities and any others determined to be unacceptable uses of school system technology:

- Allowing another person to use an assigned account.
- Use of technology for non-work or non-school related communications.
- Use of technology to access obscene or pornographic material.
- Use of technology to transmit material likely to be offensive or objectionable to recipients.
- Use of technology to communicate through email for non-educational purposes or activities.
- Use of technology to participate in inappropriate and/ or objectionable discussions or newsgroups.
- Use of technology to disseminate hate mail, harassment, discriminatory remarks, or other antisocial communication.
- Use of technology to plagiarize any information whether that results in a copyright violation.
- The illegal installation, distribution, reproduction, or use of copyrighted software on district computers.
- Use of technology to intentionally obtain or modify files, passwords, or data belonging to any other users.
- Use of technology to misrepresent other users on the network.
- Use of technology for fraudulent copying, communications, or modification of materials in violation of local, state, and federal laws.
- Loading, downloading, or use of unauthorized games, programs, files, or other electronic media, including peer-to-peer applications used to download songs, movies, or software illegally.
- Malicious use of computers or the network to develop or distribute programs that harass other users, infiltrate a computer system, and/ or damage the software or components of a computer system.
- Destruction or theft of district hardware or software.
- Use of technology to facilitate any illegal activity.
- Use of technology for commercial or for-profit purposes.
- Use of technology for product advertisement or political lobbying.
- Use of technology to read another's mail or files without their consent.

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

Additionally, the district and/ or its designees reserve the right to pursue civil and/ or criminal prosecution as the situation warrants. In addition, an annual review of the

network and data security protocols will be executed by the technology department and user passwords will be reset at a regular interval. A more extensive review by an outside source will take place every three years.

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

Student Email Guidelines

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

A responsible email user will:

- Use language that is considered appropriate.
- Be polite.
- Send information that other users will not find offensive.
- Never reveal personal information about any user such as address, telephone number, credit card numbers, social security number, etc.
- Not share passwords with anyone.

A responsible email user must be aware that:

- Use of the email is a PRIVILEGE, not a RIGHT.
- Email will be filtered for inappropriate content.
- Email is not guaranteed to be private and may be searched/reviewed at any time.
- Violation of this policy will result in the possible loss of email privileges
- Persons issued an account are always responsible for its use/ content.

Student Laptop Usage Fee

1. The fee will be $50 per year.
2. The fee is payable when the computer is assigned to the student.
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 is returned and in working/ acceptable condition.
5. Funds will be used to assist with the repair and maintenance of the computers.
6. Willful and deliberate damages to the computers will cause Bristol Tennessee City Schools to charge the student/ parent the full cost of the replacement or repairs of the computer. 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 technology staff.
8. Damage that does not affect the functionality of the machine will be documented, but may not be repaired until deemed necessary by BTCS staff.
9. The Usage Fee will NOT cover repairs from issues resulting from:
    - Damage because of willful intent. Willful damage will be considered vandalism. (i.e. keys are pulled off the keyboard or initials carved into the laptop case).
    - Damage because of negligence (i.e. the laptop is placed in an unsafe location or position, misuse or laptop not handled properly. i.e. Drop Damage).
    - Damage caused by use with products not distributed by BTCS.
    - Damage resulting in a broken screen.
    - Damage because of a pet.
    - Damage because of the violation of the RUP (i.e. involving food, drink or other liquid on or near the laptop).
    - Damage caused by operating the product outside the permitted or intended uses described by BTCS.
    - Damage caused by service performed by anyone who is not a representative of BTCS Technology Department.
    - Damage to a part or product that has been modified to alter functionality or capability without the written permission of BTCS.
    - Damage that is cosmetic, including, but not limited to scratches, dents, and cracks in the case, that does not otherwise affect functionality or materially impair your use.
    - Any issue when the BTCS Asset Tag or Dell Service Tag numbers have been removed.
    - Loaning your laptop or charger to another student.
    - Leaving the laptop or charger unattended.

Replacement Costs

Item	Item Cost		Item	Item Cost
LCD Screen	$100.00		Hard Drive	$70.00
Top Lid Assembly	$20.00		Battery	$100.00
Keyboard	$25.00		Bottom Assembly	$20.00
Palm Rest	$40.00		AC Adapter and Cord	$30.00
Motherboard	$180.00		Entire Laptop	$559.00
			Backpack	$50.00

TOBACCO & ALCOHOL

The use or possession of tobacco products in any form on school premises and on school buses by students shall be prohibited. To “use” shall mean any holding of a

lighted cigarette, cigar, or pipe, and inhaling or exhaling of the smoke of tobacco, or any chewing or dipping of any tobacco product. This includes electronic smokeless cigarettes.

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

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

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

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

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

TUITION

ATTENDANCE OF NON-RESIDENT STUDENTS

1. Students residing outside the boundaries of the school system may attend schools within the school system as outlined in School Board policy.
2. Tuition applications must be submitted to the Student Services office and approved by the Supervisor of Student Services (the Director's designee).
3. If the student resides in the state of Tennessee, the parent/guardian/ guardian must pay a tuition fee established by the Board. If residing in a state other than Tennessee, they must pay a tuition fee established by the State Department of Education.
4. Tuition shall be paid to Bristol Tennessee City Schools and may be made in two parts. The first part shall be paid prior to the first day of school and the second part shall be paid prior to the beginning of the second semester. The principal of the school in which the student is enrolled shall request a receipt from the student indicating payment has been made. If the student fails to make payment in the required time, the principal shall notify the Student Services Supervisor in writing and the student will be subject to expulsion.
5. Tuition students or parents/guardians of tuition students who cause undue hardship to teachers, other students or administrators may result in the student being asked to terminate their attendance in Bristol Tennessee City Schools.

When parents/guardians or guardians provide false information concerning residency or guardianship, the student(s) will be dropped from the roll of the school they attend and must return to their home school. When parents/guardians fail to complete a

transfer form, students may be dropped from the roll of the school they attend and returned to their home school. The principal's initial and continuing approval of tuition and transfer applications are contingent upon the student's ability to maintain acceptable attendance and behavior standards, including on-time arrival for the school day and all classes.

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

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

VIDEOS

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

VISITORS

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

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

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

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

- **ALL VEHICLES** parked on school property are subject to search for drugs, drug paraphernalia or dangerous weapons.

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

Student/ Parent/Guardian Contract

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

STUDENT'S NAME _____
(Please Print)

_____
(Signature of Parent/guardian/Guardian) (Date)

_____
(Signature of Parent/guardian/Guardian) (Date)

ACKNOWLEDGMENT OF RECEIPT BY STUDENT

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

STUDENT'S NAME _____
(Please Print)

_____
(Signature of Student) (Date)

Student Health Form

CONFIDENTIAL

Please read this form carefully, complete and return to your child's school as soon as possible. The information you provide will assist the school in contacting you regarding any health issues of your child. Also, you may give your consent for your child to be administered certain over-the-counter medications at school.

Student_____DOB_____Grade_____
Parent/guardian
Name_____HomeNumber_____
Work Number_____ Cell Number_____
Medical Conditions_____
Special Considerations_____
Allergies (Food or Drug) _____
Health Insurance: ☐ Family ☐ TN Care ☐ Uninsured
Daily Medications (Prescription/Nonprescription) _____
Emergency Contacts Name/Number (1) _____ (3) _____
(Other than parent/guardian) (2)_____ (4) _____

☐ An IHP (Individual Health Plan) is needed for my child's medical condition

Over-the-Counter Medication Guidelines (see list below)

- Students will not receive more than 30 doses of medications in a school year.

INITIAL	MEDICATION	SYMPTOMS
	Tylenol	Mild to moderate aches/pains/headache
	Ibuprofen	Mild to moderate aches/pains/headache
	Benadryl [ages six (6) an up]	Allergic reactions/nasal congestion/allergies
	Claritin/Loratadine	Nasal Congestion/ sinus pressure/allergies
	Tums/antacid	Upset stomach
	Calamine Lotion	Contact dermatitis
	Cough drops	Cough/throat irritation
	Neosporin/Triple Antibiotic Ointment	Mild cut or abrasion
	Sting Ease for Bee Stings or bug bites	Relief of pain or itch from bee stings/bug bites
	Anbesol Ointment/Orajel	Mouth ulcers/mild toothache

- Students will not receive a medication more than 4 days in a row.
- Students will not receive medication to relieve a fever greater than 100 degrees.
- Medication dose will be based on age and weight of student.
- Other medications (prescription or those not listed below) to be taken by student during school hours must be brought from home by a parent/guardian/guardian in the original container and a separate medication form for each medication completed and signed by a parent/guardian/guardian.

Please initial the following medications that your child may receive as needed

Over-the-Counter Medication Permission:

By signing below, I give my permission for BTCS personnel to assist in the self-administration of the medications I have initialed. I am aware of the side effects of the medications. Neither the school nor any of its personnel will be responsible for any adverse side effects. I also give permission for this information to be shared with school staff on a need to know basis.

☐ Please contact parent/guardian if medication is administered

_____ _____
Parent/guardian/Guardian Signature & Date School nurse & Date

Please note: In the event of serious illness or injury, your child will be administered treatment (as deemed necessary by school staff) and/or transported by emergency personnel to the nearest healthcare facility at cost assumed by the parent/guardian.

VACCINE INFORMATION STATEMENT

Meningococcal ACWY Vaccines—MenACWY and MPSV4: *What You Need to Know*

Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/vis

Hojas de Información Sobre Vacunas están disponibles en español y en muchos otros idiomas. Visite www.immunize.org/vis

1 Why get vaccinated?

Meningococcal disease is a serious illness caused by a type of bacteria called *Neisseria meningitidis*. It can lead to meningitis (infection of the lining of the brain and spinal cord) and infections of the blood. Meningococcal disease often occurs without warning—even among people who are otherwise healthy.

Meningococcal disease can spread from person to person through close contact (coughing or kissing) or lengthy contact, especially among people living in the same household.

There are at least 12 types of *N. meningitidis*, called "serogroups." Serogroups A, B, C, W, and Y cause most meningococcal disease.

Anyone can get meningococcal disease but certain people are at increased risk, including:

- Infants younger than one year old
- Adolescents and young adults 16 through 23 years old
- People with certain medical conditions that affect the immune system
- Microbiologists who routinely work with isolates of *N. meningitidis*
- People at risk because of an outbreak in their community

Even when it is treated, meningococcal disease kills 10 to 15 infected people out of 100. And of those who survive, about 10 to 20 out of every 100 will suffer disabilities such as hearing loss, brain damage, kidney damage, amputations, nervous system problems, or severe scars from skin grafts.

Meningococcal ACWY vaccines can help prevent meningococcal disease caused by serogroups A, C, W, and Y. A different meningococcal vaccine is available to help protect against serogroup B.

2 Meningococcal ACWY Vaccines

There are two kinds of meningococcal vaccines licensed by the Food and Drug Administration (FDA) for protection against serogroups A, C, W, and Y: meningococcal conjugate vaccine (**MenACWY**) and meningococcal polysaccharide vaccine (**MPSV4**).

Two doses of MenACWY are routinely recommended for adolescents 11 through 18 years old: the first dose at 11 or 12 years old, with a booster dose at age 16. Some adolescents, including those with HIV, should get additional doses. Ask your health care provider for more information.

In addition to routine vaccination for adolescents, MenACWY vaccine is also recommended for certain groups of people:

- People at risk because of a serogroup A, C, W, or Y meningococcal disease outbreak
- Anyone whose spleen is damaged or has been removed
- Anyone with a rare immune system condition called "persistent complement component deficiency"
- Anyone taking a drug called eculizumab (also called Soliris®)
- Microbiologists who routinely work with isolates of *N. meningitidis*
- Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa
- College freshmen living in dormitories
- U.S. military recruits

Children between 2 and 23 months old, and people with certain medical conditions need multiple doses for adequate protection. Ask your health care provider about the number and timing of doses, and the need for booster doses.

MenACWY is the preferred vaccine for people in these groups who are 2 months through 55 years old, have received MenACWY previously, or anticipate requiring multiple doses.

MPSV4 is recommended for adults older than 55 who anticipate requiring only a single dose (travelers, or during community outbreaks).

U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

3 Some people should not get this vaccine

Tell the person who is giving you the vaccine:

- **If you have any severe, life-threatening allergies.**

  If you have ever had a life-threatening allergic reaction after a previous dose of meningococcal ACWY vaccine, or if you have a severe allergy to any part of this vaccine, you should not get this vaccine. Your provider can tell you about the vaccine's ingredients.

- **If you are pregnant or breastfeeding.**

  There is not very much information about the potential risks of this vaccine for a pregnant woman or breastfeeding mother. It should be used during pregnancy only if clearly needed.

If you have a mild illness, such as a cold, you can probably get the vaccine today. If you are moderately or severely ill, you should probably wait until you recover. Your doctor can advise you.

4 Risks of a vaccine reaction

With any medicine, including vaccines, there is a chance of side effects. These are usually mild and go away on their own within a few days, but serious reactions are also possible.

As many as half of the people who get meningococcal ACWY vaccine have **mild problems** following vaccination, such as redness or soreness where the shot was given. If these problems occur, they usually last for 1 or 2 days. They are more common after MenACWY than after MPSV4.

A small percentage of people who receive the vaccine develop a mild fever.

Problems that could happen after any injected vaccine:

- People sometimes faint after a medical procedure, including vaccination. Sitting or lying down for about 15 minutes can help prevent fainting, and injuries caused by a fall. Tell your doctor if you feel dizzy, or have vision changes or ringing in the ears.
- Some people get severe pain in the shoulder and have difficulty moving the arm where a shot was given. This happens very rarely.
- Any medication can cause a severe allergic reaction. Such reactions from a vaccine are very rare, estimated at about 1 in a million doses, and would happen within a few minutes to a few hours after the vaccination.

As with any medicine, there is a very remote chance of a vaccine causing a serious injury or death.

The safety of vaccines is always being monitored. For more information, visit: **www.cdc.gov/vaccinesafety**/

5 What if there is a serious reaction?

What should I look for?

- Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or unusual behavior.

  Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness—usually within a few minutes to a few hours after the vaccination.

What should I do?

- If you think it is a severe allergic reaction or other emergency that can't wait, call 9-1-1 and get to the nearest hospital. Otherwise, call your doctor.
- Afterward, the reaction should be reported to the "Vaccine Adverse Event Reporting System" (VAERS). Your doctor should file this report, or you can do it yourself through the VAERS web site at **www.vaers.hhs.gov**, or by calling **1-800-822-7967**.

VAERS does not give medical advice.

6 The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling **1-800-338-2382** or visiting the VICP website at **www.hrsa.gov/vaccinecompensation**. There is a time limit to file a claim for compensation.

7 How can I learn more?

- Ask your health care provider. He or she can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
  - Call **1-800-232-4636** (**1-800-CDC-INFO**) or
  - Visit CDC's website at **www.cdc.gov/vaccines**

Vaccine Information Statement
Meningococcal ACWY Vaccines

03/31/2016

Office Use Only

42 U.S.C. § 300aa-26

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Notice to Parents, Staff and Students

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

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

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

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

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

ENGAGE. CHALLENGE. INSPIRE.

Bristol
TENNESSEE
CITY SCHOOLS

Engage.
Challenge.
Inspire.

VIKING
DIGITAL ARTS