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Bristol, TN 37620  
Phone (423) 652-9449

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August 5, 2019

Welcome to Vance Middle School where we are... *Focused on Your Future!* Thank you for taking the time to view our Vance Middle School Handbook. This book will help set your child up for success as they make the critical transition to the middle school learning environment.

It is an honor for our entire staff to serve the school community at Vance. We are a dynamic, technology enriched educational hub providing experience in creativity, critical thinking, collaboration, and communication by relentlessly focusing on our student's future every day! Our goal is to meet all students where they are currently and grow them as far as possible with in their two years with us! To make this happen, we will focus on creating positive school culture, providing a high-quality instruction environment, and practicing the effective use of digital integration. This focus will help support our students as they prepare to become college and career ready. Let the learning begin!

I am available to assist you with additional information if needed. Please visit our website to learn more about our amazing learning environment. School visits and tours are available upon request.

Sincerely,

*Amy Scott*

Amy Scott



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## **ADDRESSES/PHONE NUMBERS**

Keeping student addresses and phone numbers current is extremely important to the effective operation of Vance Middle School. Parents/guardians or students must inform the school of any change in address or phone number by calling the school at 652-9449 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.

## **ARRIVAL AND DEPARTURE**

Classes begin at 7:30 a.m. and remain in session until 2:30 p.m. each school day unless the day's schedule is altered because of inclement weather. ***Unless students arrive after 7:30 a.m., they should not enter through the front doors of the building.***

All students should plan to arrive at school between 7:05 and 7:25 a.m. If students are not in their classrooms by 7:30, they are considered TARDY and will be assigned appropriate discipline if the tardy is unexcused. All students arriving after 7:30 a.m. are required to sign in at the Main Office and receive a tardy slip to class.

### **Bus Riders**

BTCS contracts bus service with Holston Bus. You will ride the same bus that you did as an elementary student. Buses will drop off at the front of our school at 7:00 a.m. Students may go to the cafeteria, designated classrooms and Library Commons. If you have additional questions regarding the bus, please contact Holston Bus 423-989-3521.

### **Car Riders and Walkers**

AM Drop-off starting at 7:05 (No early parking option)

7<sup>th</sup> grade on Melrose Street enter 7<sup>th</sup> grade door closest to VMS flag pole

8<sup>th</sup> grade on Columbia Road enter cafeteria doors and 8<sup>th</sup> grade hall doors

Student may go to the cafeteria, designated classrooms and Library Commons

PM Pick-up at 2:30 (No early parking option)

7<sup>th</sup> grade on Melrose Street exit 7<sup>th</sup> grade door closest VMS to Flag Pole

8<sup>th</sup> grade on Columbia Road exit cafeteria and 8<sup>th</sup> grade hall doors

All after school programs meet in the cafeteria (LEAPS and Sports).

Please be patient with us as we work through our adjusted arrival and dismissal procedures. We realize that these procedures will need to be adjusted. Please reach out to the main office (423/652-9449) if you have ideas, concerns, or questions.

***Students are not to loiter outside the building  
or near the campus before or after school.***

***Students are to be in the hallways prior to 7:25 ONLY with permission  
from a teacher.***

## ASSEMBLIES

School assemblies are those occasions when a majority of students are gathered together in one location for a special program, choral or band concert, pep rally, awards program, or other special performance. At all times, the student's behavior at assemblies should be refined and courteous. Unacceptable conduct includes whistling, unnecessary clapping, boisterousness, and inappropriate talking. Backpacks and other materials are to be left in the classroom.

## ATHLETICS

Vance complies with all rules of the middle school division of TSSAA and with the Bristol Tennessee Board of Education's policies on interscholastic athletics. One important rule deals with eligibility. No athletes may participate or practice on an organized team in the same sport while they compete for Vance during that sport's season. For example, a student may not play basketball for Vance and play AAU basketball until Vance's season has ended.

To be eligible for any organized sport (including cheerleading) at Vance, an athlete must not reach the age of 15 before September 1 of the 8th grade year. A 7th grade student who turns 14 before September 1 may participate on the 8th grade level but will become ineligible due to age in the 8th grade. Students who are retained in either the 7th or 8th grade or who did not academically earn their promotion are not eligible to participate on any athletic team for that retention/placement year.

**Each athlete must have a physical examination prior to the first tryouts. A report of this examination (forms are available from the office) must also be on file at the school before it can be assumed that the requirement has been met. The physical is good for one calendar year only. All athletes must have a Health Data form on file in the office prior to any participation in athletic activities. This form, which is also available in the office, must be notarized. Additionally, each athlete must have signed Parental Consent form for Random Drug Testing, a Student-Athlete & Parent/Legal Guardian Concussion Statement, an Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms & Warning Signs Information Sheet and Acknowledgement of Receipt and Review Form, and an Appalachian Orthopaedic Associates, P.C. Specific Use and Disclosure Form on file in the office.**

Each athlete must have insurance coverage for injury. School accident insurance is available to parents/guardians for a fee if the student does not have personal insurance coverage. If a parent's insurance coverage is to be used, proof of coverage must be shown prior to participation. Additional information regarding accident insurance, including cost, may be obtained in the school office.

The Athletic Department purchases a secondary athletic insurance policy for athletes and cheerleaders. This secondary coverage pays on the claim after the parents/guardians have filed their health insurance. The secondary coverage may not necessarily pay the complete balance due. Parents/guardians of injured athletes should contact the Vance Office (652-9449) to obtain insurance claim forms.

A participant in interscholastic athletics at the middle school level must meet the academic standards outlined below. Participation includes any and all activities related to the sport (i.e., preseason practices, tryouts, practice, games, etc.).

All coaches who must cut athletes due to a limited number of positions available utilize a rubric to accurately and fairly assess an athlete's abilities and potential. Parents/guardians may request a copy of the rubric prior to tryouts.

Fall Sports: Volleyball, Cross-Country, Football, Cheerleading, Swimming, Girls Soccer - All students are eligible to participate in the fall sports section unless they were "placed" (not academically promoted) the previous year in the next grade.

Winter Sports: Basketball, Cheerleading, and Wrestling - **The student must be passing five of six subjects at the end of the first semester or be ineligible for the remainder of the winter sports season and all spring sports.**

Spring Sports: Track and Field, Baseball, Softball, Golf, Boys Soccer, Tennis

Students who are on suspension (out-of-school) *may not* attend or participate in games or practices on the days of the suspension. Student athletes are reminded that they are representatives of Vance when participating in athletic events. As such, they are required to conduct themselves in a manner that will reflect favorably on their school. Violation of this expectation or any of the rules of conduct while participating in an athletic activity may result in being "benched" for an event or number of events, being placed on athletic probation, or removal from the team. There may be additional discipline administered by the school if a school rule is broken by the offense.

The school provides transportation to out-of-town athletic events that are TSSAA sanctioned. Parents/guardians may transport their *own* student home from these events, but not other athletes who were transported by the school. Directions to the away ball games are provided in this handbook. Parents/guardians will be expected to transport their child to any non-TSSAA athletic events, such as club tennis, wrestling, swimming, and "county league" basketball games.

A Viking VIP Pass will admit the holder to all Vance Middle School and Tennessee High School home athletic events at a very reasonable price. Call 652-9361 for more information.

## **ATTENDANCE**

Recognizing that attendance and punctuality are essential for the progress of a student at school, the board has adopted the following rules and regulations. The parent, guardian, or other person having charge and control of a child is held responsible for the child's regular school attendance. It is the expectation of every 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** – When a student is to be absent, the parent/guardian must call the school office as soon as the need for an absence has been decided. An attendance HOTLINE is in effect at all hours of the day or night (652-9449). Please note that this is the school's main line, but the attendance message line will answer if there is no one in the office or if all lines are in use during the school day.

If the student does not have a home phone, the parent or guardian is to send a written statement to the office on the day the child returns to school which lists the following information: (1) the reason for the absence, (2) full name of student, (3) parent's signature, and (4) dates absent. The maximum number of excused absences, supported by a parent note(s) or phone call(s) only, is 5 days **per year**. Failure to send a note or call the school will result in the child's absence being unexcused. An unexcused absence may result in disciplinary action by an administrator.

### **Excused Absences**

Conditions for excused absences include:

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

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

A total of 5 absences will be excused based on parent 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 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 excuse.



## **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 7:30 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.

## **Cultural/ Educational Activities**

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** 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 and completed by the parents/guardians of the student. No other relative can do this.
- e) If a student uses more than the maximum days allowed, the first three days of absence will be considered excused.
- f) Make-up work is the responsibility of the student and parent. The local school policy on make-up procedures will be followed.

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. Students in this category may also be referred to juvenile court officials for either formal or informal action.

**Parents/guardians are encouraged to check the attendance reported on the student's report card and in PowerSchool. If there are any questions about days missed, please contact the school office.**

**CLASS CUTTING:** Students should report to their assigned class each period. Students who are absent from an assigned class without prior approval of the office or the assigned teacher will be considered cutting class and will be subject to disciplinary action. Only the teacher to whom the student is assigned may excuse that student from class for that period. Teachers are required to report to the office all students who are absent from their class without prior approval. Some reasons that will not be accepted for being absent from class are:

1. Being sick in the restroom without first notifying a teacher.
2. Staying in the restroom with a sick or distraught friend unless directed to do so by a teacher.
3. Reporting to another teacher or staff member to whose class the student is not assigned.
4. Looking for a lost item.

### **Progressive Truancy Intervention Plan**

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented. (Tier I interventions shall begin upon the accumulation of five days of unexcused absences.)

#### **Tier I**

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

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
  - a) A specific description of the school's attendance expectations for the student;
  - b) The period for which the contract is effective; and
  - c) Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

#### **Tier II**

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

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

#### **Tier III**

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

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

## **AWARDS**

(See also “Honors Day”)

Students have the opportunity to earn awards through many of their experiences at Vance Middle School. There are awards presented for each of the academic areas, service, attendance, and school and conference athletic awards. Academic teams also honor students with awards specific to their team.

### **Honor Roll**

Students who achieve an 85 or above in each of their subjects during any given nine weeks are placed on the Honor Roll for that nine weeks.

### **Perfect Attendance**

Students maintaining perfect attendance (present every day) for the entire year are recognized on Honors Day.

### **Service Award**

Students who perform an outstanding or consistent service to the school or community are recognized on Honors Day.

### **President’s Award for Educational Excellence**

The guidelines for this award are established by the President’s Office for Academic Fitness and the Vance faculty. It is based on the grades earned in all subjects in the seventh grade and the first three nine weeks of the eighth grade. Citizenship, attendance, integrity, motivation, initiative, leadership, judgment, and dependability are also criteria for this award. The thirty highest achieving 8<sup>th</sup> grade students who meet this criteria receive this award.

### **Educational Improvement Award**

The purpose of this award is to recognize students who show educational improvement, commitment, or intellectual development in their academic subjects during their enrollment at Vance. It is also awarded to those students who work hard and give their best effort in school, even in the face of special obstacles to learning.

## **BUSES**

Holston Bus Company (phone 989-3521) operates school buses. All students being transported are under the authority of the bus driver. **Riding the bus is a privilege for students; a student may lose this privilege at any time for violation of the following rules:**

1. The student should wait patiently for the bus, standing a safe distance from the curb or highway.
2. Tobacco or tobacco products, lighters, matches, or other related products are not permitted on school buses or at bus stops.
3. Throwing paper or other objects is not allowed.

4. Students should remain seated while the bus is moving.
5. Horseplay is not allowed.
6. Loud noises, boisterous talking, profanity, laser pens, or other activities that may be distracting to the bus driver are not allowed.
7. Head and arms should be kept inside the bus.

## CAFETERIA

**Vance Middle School Meal Prices.** Additional prices are available upon request.

	Breakfast	Lunch
Student (regular)	\$1.75	\$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 and lunch. Students use their 5-digit student ID number to access their accounts in the cafeteria. It should be kept confidential. Any balance in your student’s account will be carried over to the following August. 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. **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.**

### Online Payment

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

How to Enroll:

- Go to [www.myschoolbucks.com](http://www.myschoolbucks.com) and click SIGN UP TODAY.
- Create an account for yourself and your children.
- Your student’s district ID number is the student’s 5 digit lunch number.
- You will also need your student’s date of birth, school, and grade.
- Provide credit or debit card information.
- Select the Automatic Pre-Payment Option, if desired.

You may also call the [myschoolbucks.com](http://www.myschoolbucks.com) customer support center at 1-855-832-5226 for questions or assistance with enrollment. There is also a smart phone app for easy use via smart device. The support personnel are available Monday - Friday from 7am - 7 pm ET. You can also email MSB from their webpage. Each MSB transaction will be assessed a \$1.25 processing fee. This fee is added to the total that

you wish to add to your child's account (for example, if a deposit of \$30 is desired the total fee would be \$31.25).

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

Middle school 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.

### **Delinquent debt:**

Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts being made to collect them. All unpaid meal charges are considered delinquent debt. If the debt does not exceed \$5, the cafeteria manager will expect payment immediately, and attempt to collect payment during the month of May.

The debt may remain on the accounting documents until it is either collected or determined to be uncollectable and written off. The debt may be carried over at the end of the school year (beyond June 30).

### **Additional Resources**

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

Students who wish to bring their lunch may do so; however, **students are not allowed to bring bottled or canned soft drinks, or fast food or commercially prepared foods, such as McDonald's, either for lunch or for breakfast.**

### **CELL PHONES**

School Board Policy and Vance Middle School rules allow personal communication devices in school. Students are not to use their phones unless specific directions from a staff member allow their use. The devices must be in the student's locker and must be cut 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 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. ABSOLUTELY NO CELL PHONE USE IN LOCKER ROOMS!! 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. Smart watches will be considered a phone if being used as a phone.

### **CHEATING**

Cheating is defined as: (1) giving or receiving information, except by teacher permission; (2) using disallowed or inappropriate information for help; (3) forging student class work or homework; or (4) forging parental signatures on anything. This also applies to use of electronic media. Whenever a student is guilty of item 1, 2, or 3 above, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office immediately as to the action taken. Students violating item (4) may be assigned ISS. A parent conference with the principal and teacher will be required should a second incident occur. The student will also be subject to disciplinary procedures upon the second or subsequent offense.

### **CHEERLEADING**

Cheerleaders support the school and various athletic teams by leading fans in positive, encouraging cheers. Cheerleaders are highly visible representatives of our school and are expected to maintain the highest of behavior standards. Cheerleaders are considered athletes and must abide by the same guidelines (see "ATHLETICS" for additional information). Cheerleading tryouts are held in the spring of each year.

### **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 their 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 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 and is available on the school web site.
- **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 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 [btes.org](http://btes.org). NVHC takes most insurance plans including TNCare, or a flat fee of \$49 will be billed to those without insurance. For more information, contact the school nurse.

*If you have question 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.***

## CLUBS

There are several clubs at Vance. Listed below are those that have been most successful. Others may be offered if there is interest and faculty sponsorship. Community-sponsored clubs also meet at Vance but must comply with rules for any non-school group using a public school building.

- **BETA Club** – An honor club for eighth graders; membership is by invitation and is based on grades in the 7<sup>th</sup> grade. To be eligible, the student must have an “A” average in at least five subjects; if the average of the sixth subject is below an “A”, it must be at least an “85.”
- **Book Club** – This club meets every few weeks to discuss the current book selection
- **Creative Writing Club** – Join Creative Writing Club and learn how to get ideas for your writing, develop memorable characters, get over writer’s block, and use helpful criticism. Creativity is a must for this club
- **Drama Club** – Come join the Drama Club as we take the stage by storm in several productions that will be shared with our school and the community



- **CHAMPS Racing Club** – CHAMPS is a racing program using a race car to help students make connections between the concepts learned in physical science and math, and applying those concepts to the sport of drag racing. Students put these concepts to use to enhance the performance of the race car.
- **Hiking Club** – A club open to all female students. Hiking and outdoor activities are planned throughout the year. The club is to encourage camaraderie, outdoor skills, health, and self-confidence.
- **L.E.A.P.** – Students receive tutoring, computer time, recreation, and hand-on activities, as well as opportunity to participate in other after-school activities
- **TSA** – Technology Student Association is a national organization of students engaged in science, technology, engineering and mathematics (STEM) Through competitions with other schools, students are challenged to use and improve their STEM skills in both team and individual events such as communication, design and engineering, environmental systems, transportation, and manufacturing/construction.
- **Tutoring** – Morning and afternoon tutoring sessions may be available where students can get extra help on any subject. Students and Parents/guardians will be notified about these opportunities as they become available.

## COMPETITIONS

Vance Middle School students often have the opportunity to participate in academic competitions. Many start with classroom-level competitions, then progress to grade or school-wide events. Students are encouraged to participate and are often very competitive at regional and state levels. Examples of class-related competitions include, but are not limited to, the following:

Public Speaking Contest  
 “Best in Show” Art Award  
 Essays sponsored by various organizations  
 Spelling Bee  
 Geography Bee  
 Battle of the Books

## 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(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 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: Tennessee law guarantees the right to free and appropriate public education. The Bristol Tennessee City School System is responsible for identification, evaluation and service to disabled students ages 3-21 who live within the city limits of Bristol, Tennessee. This includes but is not limited to children who attend home-school. Bristol, Tennessee, Parents/guardians or guardians of disabled children not enrolled in school are requested to contact Dr. Dixie Bowen.

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

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

### **CONFERENCES**

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

Additional conferences may be scheduled with the student’s academic team, counselors, the assistant principal, or the principal by telephoning the school office (652-9449). If you are unable to come to the school or if the matter is one which can easily be resolved by telephone, please feel free to call the office to make arrangements for the teacher to return your call.

### **COUNSELING**

The Counseling Department consists of two school counselors and a secretary. Student services are available to all students throughout the day for assistance with

academic, personal, and social concerns. The counselors work with individuals and groups, consult with parents/guardians and teachers, distribute educational and occupational information, communicate with staff and community, maintain student records, manage the school testing program, refer students and families to community agencies, and coordinate various programs.

Students are to go to the counseling office only by appointment or in case of immediate necessity. Students wishing to see a counselor should obtain written permission from their teacher to make or keep an appointment. Staying in the counseling office without permission will be considered cutting class. Appointments may also be made before and after school.

## **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
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

### **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 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 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 materials 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 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 or guardian has been contacted.
3. The principal shall notify the parent 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 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 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 or guardian and the student of the right to appeal the decision to suspend/

expel/remand for more than ten (10) days, to the Discipline Hearing Authority. 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. Appeals should be made to the Student Services Office.

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 ensure 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 as stated in Tennessee Code Annotated.

## **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 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 events.

### **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

### **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 including any controlled substance or legend (prescription) drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

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

## **Battery**

In accordance with state law, any student who commits battery or bodily harm 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 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 - VANCE MIDDLE SCHOOL

<b>Offense</b>	<b>Description</b>	<b>Disciplinary Action</b>
Arson/false alarm	Willfully setting fires or making a false fire report. Pulling fire alarm as a joke or stunt.	3-5 OSS; referral to law enforcement
Assault – Staff	Actions directed toward a staff member which result in physical harm or those actions which could be construed as intent to harm. Threatened violence will be considered a serious violation.	3-5 OSS minimum; zero tolerance for physical attacks. Automatic long-term suspension. Possible expulsion and 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: 3-5 OSS 2nd: 5 OSS Repeat: 5 OSS/ or 10 day alternative placement; possible long term suspension. All: Possible referral to law
Assault-Verbal slander	Strong, abusive language directed at other students, faculty, or staff. Verbal assault directed toward a staff member will be considered serious.	1st: 1-5 ISS or OSS Repeat: 1-5 OSS; alternative placement
Bomb threat	Any written, oral, or implied threat.	3-5 OSS (minimum) Referral to law enforcement.
Bus problems	Breaking any of the rules for buses (see Student Handbook, “BUSES”). All school rules apply to students while riding a school bus; the bus driver is in charge!	1st: Warning, assigned seat, or 1-3 ISS Repeat: 1-3 ISS or bus suspension

Cafeteria problems	Breaking any of the rules for the cafeteria (See Student Handbook, "CAFETERIA"). Additionally, all school rules apply to students while on any part of the school campus, including the cafeteria.	1st: Warning or 1-5 days restricted lunch 2nd: 1-10 days restricted lunch Repeat: 1-6 weeks restricted lunch or referral to principal
Cell phones	Possession of a cell phone, or other personal communications device at unauthorized times. (TCA 49-6-4202, 4214)	Confiscation and parent conference; 1st: ISS Repeat: 3 ISS; confiscation
Cheating/Forgery	Giving or receiving information, except by teacher permission. Forging student class work, parental signature on permission notes, absentee excuses, etc.	No credit for work/no make-up of assignment; parental notification by teacher Repeat: Parent conference & ISS or OSS
Class cuts	Intentionally not going to class or other assigned area or leaving class without permission. See "ATTENDANCE" in Student Handbook. Considered unexcused class absence.	1st : 1 ISS 2nd : 1-3 ISS Repeat: 1-3 ISS or alternative placement
Class disruption	A serious offense that interferes with the education of the individual or others in the class, including refusing to work.	1st : 1-3 ISS 2nd : 1-3 ISS Repeat: 3 ISS or alternative placement
Dress code violation	Violation of dress code policies (See Parent/ Student Handbook, "DRESS CODE").	1st: Warning & change clothes 2nd: Change and 1-3 ISS Repeat: 1-5 ISS or alternative placement

Enticing wrong	Encouraging, advising, counseling others to engage in any act heretofore mentioned; 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
Extortion	Threatening another to gain an advantage of any kind.	3-5 OSS (minimum)
Fighting	Punches exchanged between students.	1st: 3 OSS or appropriate ISS 2nd: 3 OSS Repeat: 5 OSS; alternative placement; possible referral to law enforcement
Gambling	Playing cards, dice, matching, etc. for any form of personal gain or where students gain or suffer as a result of the play.	1st: Warning, restitution and/or 1-3 ISS; 2nd: 3-5 ISS Repeat: 3-5 ISS or alternative placement
Harassment	Verbal, physical, or physical harassment of any kind; includes wedgies, shanking/ankling, hazing, intimidating, threatening, touching inappropriately, etc.	1st: Warning and/or 1-5 ISS or OSS 2nd: 1-3 OSS; Repeat: 3-5 OSS; alternative placement; long term suspension, or referral to Juvenile Court
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: Warning 1-3 ISS 2nd: 1-3 ISS Repeat: 3-5 ISS; OSS or alternative placement



Illegal substances (A)	Coming to school or a school-sponsored event under the influence of drugs or alcohol.	3-5 OSS; Referral to law enforcement
Illegal substances (B)	Possession, use, or sale of alcohol, drugs, drug paraphernalia, inhalants. Misuse of or distribution of prescription drugs.	Long-term suspension; referral to law enforcement; possible zero tolerance offense
Incendiaries/Chemicals	Possessing, selling, or detonating an incendiary device or chemical container (firecrackers, stink bombs, etc.)	3-5 ISS/OSS Referral to law enforcement
Indecent exposure	Any willful display of improper parts of the body or undergarments	3-5 OSS (minimum)
Other	Any act prejudicial to good order or discipline in any public school; any action that ultimately disrupts a class or the educational process in the school; act which is hazardous or potentially harmful to others; includes any item denoting gang affiliation.	Discretion of administration; School administrators may suspend out of school up to 5 days; suspension lengths designated above may be extended if the school administration feels that the situation warrants.
Profanity Improper language Lewd conduct	Using improper, profane, vulgar language, or making vulgar, immoral gestures with hands, fingers, or other parts of the body. Possession of pornographic materials of any kind.	1st: 1-3 ISS/OSS 2nd: 1-3 ISS/OSS Repeat: 1-5 ISS/OSS or alternative placement
Public display of affection	Hand holding, kissing, walking arm-in-arm, arm around the waist, etc.	1st : Warning 2nd : 1-3 ISS and/or parent contact Repeat: 3 ISS, parent contact

Refusing to participate in class	Students' refusal to prepare assignments and/or participate in class activities.	1st- Teacher intervention 2nd-Administrative conference Repeat: ISS, OSS, or remand to alternate placement
Sexting	The act of sending sexually explicit messages and/or photographs, primarily between mobile phones.	1st: 1-5 ISS/OSS 2nd: 3-5 ISS or OSS; Repeat: 3-5 OSS; alternative placement or long term placement
Skipping school	Willfully leaving school without permission; not reporting to school without parental permission.	1st: 1-3 ISS, referral to attendance officer 2nd: 3-5 ISS; referral to attendance officer Repeat: Alternative placement; possible referral to Juvenile Court
Stealing or possession of stolen property	Taking or having in one's possession stolen property; taking but not paying for food in cafeteria.	1st: 1-5 ISS 2nd: 3-5 ISS Repeat: 3-5 OSS; alternative placement; possible referral to law enforcement
Tardy to class or school	All students are to report to class on time or have a written excuse from parent or staff member. See "ATTENDANCE" in Student Handbook.	3rd-restricted lunch 6th-2 days restricted lunch 9th-ISS 12th-2 days ISS; possible referral to the attendance director
Technology infractions	Inappropriate use or abuse of technology, computers, or other technology systems.	1-3 ISS, 3-5 ISS/OSS; alternative placement; possible charges for repair or replacement
Tobacco	Possession or use of tobacco products on school grounds or while at school sponsored activities. Also includes lighters, matches, cigarette papers, etc.	All: Referral to School Resource Officer 1st: 1 ISS & tobacco intervention classes 2nd: 3 ISS & tobacco intervention classes Repeat: 5 ISS; alternative placement; required intervention classes

Trespassing	Being on school property during OSS or failure to leave any activity when asked.	1-5 ISS; possible referral to law enforcement
Truancy	Chronic or persistent unexcused absences from school. See also "Skipping school." See "ATTENDANCE" in Student Handbook and Appendix C.	Each offense: Parent contact and referral to attendance officer, ISS; possible referral to Juvenile Court
Unexcused absence	Any absence that fails to meet the state or School Board definition of "excused absence." See "ATTENDANCE" in Student Handbook.	1st : Parent notification Repeat: 1-3 ISS; referral to attendance officer; possible alternative placement; possible referral to Juvenile Court
Vandalism	Willful, playful, or malicious damage or destruction of school property of other students or school staff.	Students are liable for payment or replacement; may require 1-5 ISS/OSS or alternative placement and possible referral to Juvenile Court
Violent acts	Violent behaviors posing possible danger to another.	3-5 OSS (minimum) Possible referral to law enforcement
Weapons	Possession, carrying, or use of a weapon (gun, knife, air pistol, knuckles, slingshot, explosive device, etc., or any device which could be used for harm.) (TCA 49-6-4202)	3-5 OSS Possible alternative placement; possible long-term suspension; possible expulsion; possible zero tolerance offense; referral to law enforcement

## **APPEALS PROCEDURES**

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.

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

In-school suspensions cannot be appealed beyond the principal.

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

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

Out-of-School Suspensions of more than 10 (ten) days may be appealed to the Student Services Supervisor who will convene a meeting of The Discipline Hearing Authority (DHA) to review the facts. In non-zero tolerance suspensions the Student Services supervisor may review both the facts of the case and the length of suspension. In zero tolerance offenses, the DHA may render decisions where facts are in question, but may not change the length of suspension if facts are substantiated.

### **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 when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or education environment. Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

**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.
4. Employee to employee: during the school day or at any time where the employees are present as a result of their employment roles and/or responsibilities.

Complaints by or against persons who are neither students nor employees shall be considered covered by this policy if the incident happens on school property, at a school program or function, or if the incident bears any relationship to a school function or program, including a school sponsored trip.

Complaints concerning non-school persons shall be referred to the building principal/supervisor. Examples may include contracted custodial staff, vendors, volunteer workers, resource speakers, etc.

**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 by this policy. 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.

**Procedures** - In order for acts of sexual harassment to be terminated as soon as possible, the following suggestions are made:

1. A person who believes himself/herself to be the object of sexual harassment should immediately identify the action to the perceived harasser and tell him/her emphatically to cease the action immediately. A person who elects not to follow this action may go directly to step "2" and report the incident.
2. Failure of step 1 to result in the harassment being stopped should result in immediate reporting of the incident to the immediate supervisor of the employee or student being harassed. At the instructional level the immediate supervisor is the building principal. A person who is the object

of harassment and who is not comfortable making the complaint to his/her supervisor may make the complaint directly to the central office designee.

3. The school system will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the school system.

**In Each School** - The school principal is the person responsible for receiving oral or written reports of sexual harassment at the school level. If the report was given verbally, the principal shall reduce it to written form and forward it to the appropriate central office supervisor within a minimum of five (5) working days. If the complaint involves the school principal, the complaint shall be filed directly with the central office designee. This shall not apply to student's first offense as per section IV, 1.

1. System-Wide - The School Board will designate a central office Supervisor to receive reports or complaints of sexual harassment from any individual, employee, or victim of sexual harassment and also from the school principals as outlined above. If the complaint involves the designated supervisor, the complaint shall be filed directly with the Director of Schools. The school system shall conspicuously post the name of the designated supervisor including a mailing address and telephone number, noting that the designated supervisor is named by the Board of Education to receive complaints of sexual harassment.
2. Submission of a good faith complaint or report of sexual harassment will not affect the individual's future employment, grades, or work assignments.
3. Use of formal reporting forms is not mandatory on the part of the individual filing the complaint; however, all complaints will be documented in writing as required by this policy.

The school system will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible; consistent with the school system's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

## **INVESTIGATION AND RECOMMENDATION**

By authority of the school system, the designated supervisor, upon receipt of a report or complaint alleging sexual harassment, shall immediately authorize an investigation. This investigation may be conducted by school system officials or by a third party upon recommendation to the Director of Schools and the designated supervisor. The investigating party shall provide a written report of the status of the investigation within fifteen (15) working days to the Director of Schools and the designated supervisor.

In determining whether alleged conduct constitutes sexual harassment, the investigative person should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved, and the context in which the alleged incidents occurred.

Student complaints against other students will be handled at the building level if:

1. The principal or teacher is confident that no further incidents will occur. School documentation of such occurrences should be maintained for a minimum of one year. Any complaint of sexual harassment by students to a teacher shall be reported to the principal or his/her designee by the teacher immediately and/or no later than the following workday. Such report shall be in writing.
2. It is the first offense. Second offenses involving a student will be handled as per procedures outlined in the policy.
3. The offense does not involve contact with body parts that would require reporting to the Department of Children's Services. In such cases, policy procedures would be followed on first offenses.
4. The occurrence does not involve an employee. All cases involving employees will be investigated as per policy.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Steps will be taken to protect the complainant, students, and employees pending completion of an investigation of alleged sexual harassment.

The school system's designated supervisor shall make a report to the Director of Schools upon completion of the investigation.

### **SCHOOL DISTRICT ACTION**

Upon receipt of a recommendation that the complaint is valid, action will be taken by the Director of Schools or the Board of Education.

The result of the investigation of each complaint involving an employee filed under these procedures will be reported in writing to complainant by the school system. The report will document any disciplinary action taken as a result of the complaint.

The result of the investigation of each complaint involving students filed under these procedures will be kept on file for a period not less than one year. The file will document any disciplinary action taken as a result of the complaint.

### **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.

## **NON-HARASSMENT FALSE ACCUSATIONS**

It is recognized that not every act of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts surrounding circumstances.

False accusations of sexual harassment can have a serious detrimental effect on innocent parties. Any person who knowingly and intentionally makes a false accusation, for any reason, which would be contrary to the spirit and intent of this policy, will be subject to appropriate disciplinary action.

## **RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

This policy does not contravene any other legal right or remedy. The existence of a complaint or report to any other agency will not, however, serve to relieve any individual who is required to report or investigate any incident of sexual harassment covered by this policy from the duty to do so.

## **SEXUAL HARASSMENT AS SEXUAL ABUSE**

Under certain circumstances, sexual harassment may constitute sexual abuse under Tennessee Law. In such situations, the investigating individual shall comply with Tennessee Law regarding the reporting to appropriate authorities of sexual abuse.

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



- Cold shoulder shirts or dresses are allowed if undergarments are completely covered.

### **Sweaters/Sweatshirts:**

- Sweaters, sweatshirts, and hoodies are permitted 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** above the knee where skin is exposed.
- Fingertips must touch the material of the shorts on the side of student's leg.

### **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 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).

## **DIRECTIONS TO OTHER AREA MIDDLE SCHOOLS**

**Listed below for your convenience are the directions to all the away ballgames. If you have further questions, please don't hesitate to call the office.**

### **BLOUNTVILLE MIDDLE SCHOOL**

**1651 Blountville Blvd.**

**Blountville, TN 37617**

**423/354-1600**

1. Take State Street past Captain D's. Turn left onto old Blountville Highway at Taco Bell. Proceed to 1st traffic signal in Blountville (approximately 8 miles from Bristol) and turn left. Blountville Middle School will be on your left.

**OR**

2. Take Volunteer Parkway to the red light at Bristol Motor Speedway. Turn right and proceed until the road ends. Turn right and continue to Blountville Road (old Rt. 37; right before the new Food City); turn right. School is on the right as you enter Blountville.

### **BLUFF CITY MIDDLE SCHOOL**

**337 Carter St.**

**Bluff City, TN 37618**

**423/354-1801**

Go south on Volunteer Parkway to the Blountville/Bluff City exit. At the bottom of the hill, turn left through underpass. Turn right on old Bluff City Highway off the new Bypass. Proceed across bridge in Bluff City and take the first road to the left after crossing the bridge. Go one block and turn right. The school is four blocks on the left.

### **CHURCH HILL MIDDLE SCHOOL**

**208 Oak St.**

**Church Hill, TN 37642**

**423/357-3051**

Take Highway 11W from Bristol to Kingsport. Continue all the way through Kingsport on Stone Drive (still 11W). On the far, western side of Kingsport, you will pass a large colonial mansion (Alandale Mansion) on your right and the Holston Defense Corporation on your left. From the red light at Holston Defense entrance continue west on 11W for approximately 4.5 miles until you come to South Central Avenue (before the Food Lion) on your right. Turn right and continue straight ahead until you come to the first red light. You will be in downtown Church Hill. Turn right at the light (Main St). Go straight ahead until you come to Freewill Baptist Church. Turn left here; you will be on Maple Street. A sign for the school will be on your right after you turn. Continue across the railroad tracks to Oak Street, where you bear left. Go straight for approximately four blocks. The school will be on your right.

## **COLONIAL HEIGHTS MIDDLE**

**415 Lebanon Dr.**

**Kingsport, TN 37663**

**423/354-1360**

Take I-81 South to Exit 59. Turn right at the end of the ramp. Proceed toward Kingsport to third traffic signal. Take a left at the traffic signal onto Lebanon Road. Colonial Heights Middle School is approximately 1/2 mile on the left.

## **DANIEL BOONE HIGH SCHOOL**

**1440 Suncrest Dr.**

**Gray, TN 37615**

**423/477-1600**

Take I-81 South to the I-181 Exit 57 toward Johnson City. Take the Gray Exit off I-181. Turn left at the end of the exit ramp. Go approximately a mile. Daniel Boone High School will be on the left.

## **DOMTAR PARK (Kingsport)**

Head north on Volunteer Parkway toward State Street. Take the 1st left onto W. State Street. Take a slight left onto TN-1 W/US-11W S/W State Street. Continue to follow TN-1 W/US-11W S. Exit onto TN-36 S/Lynn Garden Drive. Turn right onto W. Center Street. Turn right onto Netherland Inn Road. Turn left onto Ridgefields Road. Turn left onto Riverport Road. Park will be on the left.

## **ELIZABETHTON HIGH SCHOOL**

**907 Jason Witten Way**

**Elizabethton, TN 37643**

**423/547-8015**

Take Highway 11E South from Bristol toward Johnson City. Turn left on 19E South to Elizabethton. Continue to the first red light in Elizabethton and turn right. This will place you traveling west on Broad Street. Keep going straight past McDonald's and Hardees; the street curves to the right and becomes West Elk Avenue. At the red light with Firestone on the left and Burger King on the right, turn left onto Bemberg Road. Elizabethton High School will be the complex on the right after you have completed the left turn.

## **GREENEVILLE MIDDLE SCHOOL**

**433 E. Vann Road**

**Greeneville, TN 37743**

**423/639-7841**

Head west on W. State Street toward Volunteer Pkwy. Take a slight left to stay on W. State Street. Merge onto I-81 via the ramp to Knoxville. Take exit 36 for TN-172S. Continue onto Baileyton Rd. Turn right onto N. Main St. Turn left onto TN-107 W/ TN-70S. Turn left onto Vann Rd. Destination will be on your right.

## **HAPPY VALLEY MIDDLE SCHOOL**

**1630 Warpath Lane**

**Elizabethton, TN 37643**

**423/547-4071**

Take Volunteer Parkway toward Johnson City. Turn left on 19E toward Elizabethton. When you reach Elizabethton, turn right at the first red light onto Broad Street. Broad Street merges with Elk Avenue and curves to the right. Pass Elizabethton High School and Grindstaff Chevrolet. At the second traffic light after Grindstaff, turn right, go under the overpass, and follow the signs to Happy Valley on the left.

## **HERITAGE PARK (Kingsport)**

Take Exit 57 (I-26 West, I-181 North) off Interstate 81 toward Kingsport. Take the John B. Dennis exit to the red light and go straight through the light. Take the Riverport Road exit. Heritage Park will be across from Evergreen Garden Center.

## **HOLSTON MIDDLE SCHOOL**

**2348 Highway 75**

**Blountville, TN 37617**

**423/354-1500**

Take I-81 South to the airport exit, Exit 63. Proceed toward airport. Take the last exit before entering airport. Proceed toward Blountville by making a left turn at the bottom of the ramp. Holston Middle School is approximately 1/2 mile on the left across from Northeast State Tech.

## **INDIAN TRAIL**

**307 Car-Mol Dr.**

**Johnson City, TN 37601**

**423/610-6000**

1. Take the Highway 11-E South toward Johnson City. After crossing the bridge over Boone Lake (before Winged Deer Park), turn right on Carroll Creek Road. Go 3.3 miles; turn left at the light. Go a half mile; school is on the left.

**OR**

2. Take Highway 11-E South into Johnson City. Turn right on State of Franklin Road. Take the 1st right exit onto North Roan and proceed toward Kingsport. Indian Trail will be on your right.

**JOHN SEVIER MIDDLE SCHOOL****1200 Wateree St.****Kingsport, TN 37660****423/378-2450**

Take Highway 11W to Kingsport. Proceed to the third traffic signal at Applebee's. Take a left onto Eastman Road. Proceed to the second traffic signal. Take a right onto Center Street. Proceed to the third traffic signal and take a right onto Lamont Street. Take the first left onto Catawba Street. Sevier is just past the stop sign on the left.

**JOHNSON COUNTY MIDDLE SCHOOL****500 Fairground Lane****Mountain City, TN 37683****423/727-2600**

From Bristol take I-81 toward Abingdon. Take Abingdon/Damascus exit (Exit 19). Turn right at end of exit onto 58 East. Stay in right lane; go through traffic light toward Damascus. Proceed all the way through the town of Damascus; turn right (at car wash) onto Hwy. 91 South. Go about a half mile; stay in right lane; cross bridge; head towards Mountain City. Go about 12 –14 miles; look for school zone lights. School is on left after rounding a curve. The field is on the hill behind the school complex.

**JONESBOROUGH MIDDLE SCHOOL****308 Forest Drive,****Jonesborough, TN 37659****(423)753-1190**

Take Melrose St to US-11E S/US-19 S/Volunteer Pkwy. Continue on US-11E S to Johnson City. Take Claude Simmons Rd and Headtown Rd to E Jackson Blvd in Jonesborough. Turn right onto E Jackson Blvd. Turn left onto Forest Dr. Destination will be on left.

**RIDGEVIEW ELEMENTARY SCHOOL****252 Sam Jenkins Rd****Johnson City, TN 37615****(423)788-7340**

Get on I-81 in Tyler from W State and US-421N. Follow I-81 to exit 57A and merge on to I-26 toward Asheville/Johnson City. Take exit 10 Eastern Star Rd from I-26. Turn left on Hog Hollow Rd. Turn right on Ford Creek Rd. Take a slight left onto Hugh Cox Rd. Turn left on Sam Jenkins Rd. Turn left onto Walkers Bend Rd. Turn right toward Walkers Bend Rd. Turn right onto Walkers Bend Rd.

**ROTARY PARK****100 Ash Street****Bristol, TN 37620**

Head northeast on Edgemont Ave. Continue toward Garland St. Continue onto Martin Luther King Jr. Blvd. Turn right onto Ash St. Destination will be on the left.

## **SCIENCE HILL HIGH SCHOOL**

**1509 John Exum Pkwy.  
Johnson City, TN 37604  
423/232-2190**

Football games with Science Hill High School are played on Steve Spurrier Field in the Kermit Tipton Stadium behind Freedom Hall. All basketball games are played at Freedom Hall by Science Hill High School. Take 11-E South to Johnson City (23 miles) and continue on North Roan Street south past the mall to the top of the hill. At the traffic light at the top of the hill turn right onto Liberty Bell Boulevard and proceed around to the front parking area of the arena. The arena is reached on the ground level floor. Track and baseball fields are located next to Freedom Hall; parking is next to the fields.

## **ROSS N. ROBINSON MIDDLE SCHOOL**

**1517 Jessee St.  
Kingsport, TN 37664  
423/378-2200**

Take Highway 11W to Kingsport. After you pass the second traffic signal in Kingsport, go under the overpass and take a right onto the 93 South bypass. Proceed to Highway 126/Memorial Boulevard exit. Take a right onto 126. Proceed to the second street past the first traffic signal; take a right onto Jesse Street. Ross Robinson is on the left, directly across from the Fort Henry Mall and the old Ryan's Restaurant.

## **T.A. DUGGER JR. HIGH SCHOOL**

**306 W. East St.  
Elizabethton, TN 37643  
423/547-8025**

Take Highway 11E South from Bristol toward Johnson City. Turn left on 19E South to Elizabethton. Continue to the first red light in Elizabethton and turn right. This will place you traveling west on Broad Street. Keep going straight past McDonald's and Hardees; the street curves to the right and becomes West Elk Avenue. Get into the left lane. Go approximately 1/4 mile and turn left onto Holly Lane, across from Pal's. Go across the railroad tracks and up the hill. You will see the school on the left.

## **UNICOI MIDDLE SCHOOL**

**600 S. Mohawk Dr.  
Erwin, TN 37650  
423/743-1653**

Take Highway 19-23 to Erwin - Exit (Main Street). Turn right onto Main Street. Go straight until you reach Love St. Turn left onto Love St. The educational complex will be on your right. (Approx. 1/2 mile) **For football**, follow the above directions, but make a right turn at the **first red light** onto Elm Street. Stay on Elm; the stadium will be on the left.

## **VIRGINIA MIDDLE SCHOOL**

**501 Piedmont Avenue**

**Bristol, VA 24201**

**276/821-5660**

Go north on Volunteer Parkway, which turns into Commonwealth Avenue as you cross the state line, to the light at Euclid Avenue. Turn right. Go approximately 3-4 blocks and the school is on the right.

## **VOLUNTEER HIGH SCHOOL**

**1050 Volunteer Blvd.**

**Church Hill, TN 37642**

**423/357-3641**

Go west on 11-W through Kingsport. Pass the Allendale Mansion, then ETSU-Kingsport Center. Volunteer High School is approximately four miles on the right directly across from the Quebecor plant.

## **WHITE TOP CREEK PARK**

**151 Sportsway Drive**

**Bristol, TN 37620**

Head southeast on Edgemont Ave toward Columbia Rd. Take the second left onto Weaver Pike. Turn right toward TN-394W. Turn left onto TN-394W. Turn left onto Sportsway Dr. and you have reached your destination.

## **DRIVER'S LICENSE/CERTIFICATE OF ATTENDANCE**

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

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

### **Revocation**

Any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver's license revocation. A student shall be deemed academically deficient if she/he has not received passing grades in at least two (2) full unit subjects or their equivalency at the end of term grading. A student shall be deemed deficient in attendance when she/he has ten (10) consecutive or fifteen (15) days total unexcused absences during a single term. A copy of the notice sent to the Department of Safety by the attendance teacher or the Director of Schools shall also be mailed to the student's parent or guardian.

## **DRUG AND ALCOHOL TESTING**

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

## 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 ensure 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 as stated in Tennessee Code Annotated.

## EARLY DISMISSAL

Early dismissal for inclement weather or other emergencies will be announced on local radio and television stations. Parents/guardians are also encouraged to call the Bristol Tennessee City Schools' hotline, at 423-652-9554 for altered school schedule information. Parents/guardians may also want to receive a text message when schools are closed or are dismissed early. To receive this notification, text BRTN to 62582. You will need to do this only once. If a schedule change occurs, you will receive a text notification. Standard charges apply.

Under no circumstances is a student to leave campus without (1) contact with the parent or other parent-submitted contact person, (2) official permission from the office, and (3) signing the withdrawal form in the office. In case of illness, the student is to request permission from the classroom teacher to come to the nurse's office. Before calling the parent, permission to use the phone must be granted by a school official. Because of attendance procedures, safety concerns for each of the students and the need to speak directly with parents/guardians, only the office phone or the nurse's office phone may be used for checking out of school. No student will be dismissed during the day for illness without the parent or designated emergency contact person having been reached. If the student is to be dismissed for any other Board approved reason, a note signed by a parent must be submitted to the office. **Students who leave class without permission or who leave campus without parent permission, school permission, and signing the withdrawal form will be subject to disciplinary action.**

## EMERGENCY DRILLS

Emergency drills are conducted on a regular basis as required by state and federal regulations. In case of fire or other emergency, the signal to evacuate the building will be short blasts of the fire alarm. Tornado alerts are indicated by a continuous tone with a follow-up announcement and directions from the administrative office. "Lock downs" are procedures used in the case of real or possible danger from intruders. All drills are conducted according to federal and state guidelines.



When an alarm is sounded, it is important that students take them 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.

### **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(s) or guardian(s) name(s)
- b) Complete and up-to-date address
- c) Home phone number and parent(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.

### **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 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 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 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 652-9233 if you have any questions regarding student records.

### **FEES**

**According to state code, no student is obligated to pay fees. However, in order to properly and adequately maintain our programs, Vance appreciates any contributions to our fee program.** Any parent who wishes to make application for a waiver should contact the school’s office.

**\*\*See also TECHNOLOGY-Student Laptop Usage Fee**

### **FIELD TRIPS**

(See also “Liabilities”)

Various field trips are provided throughout the school year as cultural enrichment or as an extension of the classroom learning experience, but they are considered optional. All required permission forms, health forms (if overnight stay is required), etc., must be completed before a student will be allowed to participate in the trip. If students qualify for free or reduced lunch, they may request a waiver for any cost for the trip if the field trip occurs during regular school hours. Parents/guardians wishing to contribute to a “field trip scholarship fund,” which helps pay field trip costs for qualifying students, may contact the principal’s office or their child’s teacher.

**A student who has excessive absences, excessive tardies, or excessive disciplinary issues may be excluded from field trips. Any case in question will be judged on its own merits by the administrative staff.**

## FINANCIAL OBLIGATIONS

We are authorized to withhold academic records of a student who has taken property which belongs to a local education agency..." Students with outstanding financial obligations (laptops/bag/power cords, library obligations, fundraisers, etc.) will have all academic records "frozen" until such obligations are met.

## FUNDRAISING

Periodically, school groups conduct fund-raising activities. The PTA, clubs, band, chorus, student council, teams, or other school organizations may conduct these activities in accordance with School Board Policy. Fund raising is not a required activity, and students participate by choice only. However, students who assume the responsibility for fund raising by pre-selling or by taking items to sell directly are financially obligated and will be held accountable for the items taken or all monies generated through these activities. By state law, all money raised through fundraisers in the name of the school or any organization thereof must be used for the purpose intended or will remain in the organization's budget for future use.

## GRADES & PROGRESS REPORTS

Report cards may be accessed at the end of each nine weeks grading period in Powerschool. Individual teachers, as a means of communication, send interim progress reports home midway during each grading period to parents/guardians about each student's progress. If interim reports are not received as scheduled below, please call the Guidance Office (652-9299) or your student's teachers for information. You may request a printed copy of your student's report card at anytime after the dates listed below.

### Interim Reports:

August 28	November 13	February 5	April 22
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### Grade Cards:

October 16	January 8	March 25	May 22
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**\*Date subject to change pending the announcement of the spring race.**

Parents/guardians are asked to pay close attention to the grade reporting dates in the school calendar and communicate with their student about any obligation which may be outstanding at that time. (See "PROMOTION, RETENTION, PLACEMENT" for additional information on grades. See "TESTS AND SEMESTER EXAMS" for information on nine weeks tests, semester exams, and the weight each of these receives in the student's grade average.)

## GRADING SCALE

The Bristol Tennessee City Schools recognize the following symbols and grading scale for Vance Middle School:

A = 93- 100

B = 85 - 92

C = 75 - 84

D = 70 - 74

F = 0 - 69

INC =Incomplete

High school credit for approved courses may be available under the credit by testing policy.

## HALLWAYS

Students should remain in their assigned area during class time unless they are with a teacher or have a written hall pass. Running, scuffling, loud talking, or boisterous behavior in the hallways is prohibited. Students should walk on the right and use safety precautions. The gym and locker rooms are off limits except for gym classes.

## HARASSMENT

Students are expected to treat other students with respect and courtesy at all times. The repeated pestering, intimidation, threatening, persecution, or disturbing of another person for any reason is considered harassment and will not be tolerated. The following are the steps to be taken if a student feels that s/he is a victim of harassment from any person at school:

- Don't laugh or "play along" with the harassment. Tell the offending party to stop the offending action at once.
- If the offending action continues, the student should report every incident to a teacher, informing the teacher that the offender has been asked to stop.
- If student feels that the action of the teacher has failed to stop the offending action, the student should report any subsequent offense to the principal or assistant principal.

## HEALTH / MEDICATION

**Documentation of required immunizations must be presented in order to enroll in any BTCS school. All immunizations must be kept current. All student medication(s) should be administered by a parent or guardian at home unless exceptional circumstances exist.**

Student insurance is available through a group plan authorized by the School Board, for both school day and twenty-four hour coverage.

### **School Health Clinic (8:00 a.m. – 2:00 p.m.)**

Our school is equipped with a health clinic and staffed with a part-time licensed practical nurse (LPN). The clinic is a resource provided for students in need. Students abusing this resource will be subject to disciplinary action. A Student Health Form will be sent home at the beginning of the school year and must be on file in the clinic in order for a student to receive Acetaminophen, Ibuprofen, cough

drops, etc. This form is also available on the school system website under the Resources tab at Health Services. Students are not allowed to use cell phones in the clinic unless directed to do so by the nurse or other Vance staff.

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

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

### **Medications**

In accordance with Tennessee State Law, T.C.A. 49-5-415 the following procedures will be followed at Vance Middle School:

#### **Prescription and Non-Prescription Medication**

If a student must have medication of any type given during school hours, including over-the-counter drugs, a parent will need to bring the medication in the **ORIGINAL CONTAINER** and complete a ‘*Bristol Tennessee City Schools Medication Record*’ with the parent and prescribing physician signatures to the clinic or front office. Any medication not picked up at the end of the school year will be discarded. You may pick up the form from the secretary in the front office, the clinic, or school system website under the Resources tab at Health Services or the school clinic.

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

According to Tennessee State Law, 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.

***If you have any questions about the policy or other concerns related to the administration of medication in the schools, please contact the school nurse or the school. 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!***

### **HONORS DAY**

Honors Day is a program of recognition for both seventh and eighth grade students for outstanding achievements in academics, enrichment classes, and attendance. Special recognition is also given to those eighth graders who are advancing to high school. As with other special school events, students are required to wear clothing that meets current school dress code.

Dress for Honors Day: All students are encouraged to participate in this traditional annual program; however, each year there are some students who fail to do so because they feel they do not have the “right” clothes to wear. Students may wear any item of clothing that is suitable for school every day. Some students may wish to “dress up” for this occasion. If this decision is reached, the suggested dress for girls is church-type dresses (**any color, but not formal; all dresses and tops must meet dress code**); dress shirts and ties are appropriate for boys, but are not required. The faculty and staff will be happy to help any student needing assistance in obtaining suitable clothing at any time; please contact our guidance staff or your child’s teachers for more information.

## INSURANCE

Accident insurance is available to all students. Details of the coverage and cost are available in the school office. Students who participate in athletics or cheerleading are required to have this insurance or proof of coverage by a parent’s insurance company.

## IN-SCHOOL SUSPENSION

In-School Suspension is one of the discipline measures for students who commit serious or repeated infractions of the school rules. Students are assigned to ISS from one to five days. The primary goal is to return students to the regular classroom with appropriate behavior as quickly as possible. Students assigned to in-school suspension will:

1. Report to the ISS room with all supplies and assigned work.
2. Complete academic assignments in the ISS room in total isolation without disturbing others.
3. Not attend classes but will receive attendance and academic credit for work completed.
4. Not be permitted to participate in or attend after-school activities, including athletic practices, competitions, or any other extra-curricular activities on the days of in-school suspension.

If students do not follow the rules posted in the ISS classroom, they may be suspended out of school. A student who has been assigned in-school suspension twice during any one nine weeks may be assigned out-of-school suspension for any further rule infraction during that nine weeks which would ordinarily require an ISS assignment.

A student who has excessive absences, excessive tardies, or excessive disciplinary issues may be excluded from field trips. Any case in question will be judged on its own merits by the administrative staff.

## LIABILITIES

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

## LIBRARY

The library, or learning media center, is the resource center of the school, providing various forms of media and equipment to both students and staff. The library is located on the second floor and is available throughout the school day and after school. Students are encouraged to use the library at every opportunity. Teachers may schedule their classes for library use as needed for research or special assignments. Also, individual students or small groups may utilize the library at any time with a hall pass from a teacher.

Students have an opportunity to work in the library as assistants to learn more about how the library operates. **They can enjoy all of the materials available in the library, but lost items are their responsibility, and these obligations must be cleared each nine weeks.**

The materials collection features books, audiovisuals, computer software, video tapes, laser and compact disks, and CD-ROMs. In addition to the traditional forms of library media, numerous computer stations are used to serve curricular and individual needs. The card catalog is available on the computer stations, and the circulation system has been automated. Internet capabilities and a staff well trained in technology combine with the other outstanding features to make Vance's library a "state-of-the-art" research center.

## LOCKERS

Each student is assigned a locker and is required to use a combination lock provided by the school (see Fees). This school lock must be used; no personal locks are allowed. Student lockers are school property and are subject to search at any time. Sharing of lockers is not permitted, and students should never give their combination to anyone! Lost locks must be paid for at the current purchase price.

Students must not deface lockers in any way: no stickers, tape, magic markers, or any other marking or sticky substance may be used. Magnetic mirrors, shelves, etc., may be used as long as the locker surface is not damaged. Students should be careful to keep all items of clothing, book bags, and supplies from blocking the closure of the locker, as this may cause damage to the hinges and latch. Students will be held responsible for any damage to lockers.

Unannounced locker checks are held periodically to encourage responsibility and organizational skills in students (See also "Searches"). Students are encouraged to avoid excessive trips to their lockers by going before school, at the beginning and end of lunch, and at the end of the school day.

## LOST AND FOUND

Students are asked to put their names on all personal items. Items found on campus and in the building are turned in to the Counseling Office and kept there until claimed or until the end of each nine weeks, when they are offered to students or donated to local charitable organizations. Identifiable items are returned to the student as soon as possible. Parents/guardians may check for lost items at any time.

## MAKE-UP WORK

Work missed during an absence will be made up AFTER the absence. On the **third** day of an absence, Parents/guardians may request that any written assignments be sent to the guidance office for pick up after school. Most assignments can be obtained by the students from Canvas or students may email teachers directly. Grades from days missed due to unexcused absences will be graded at 80%. In addition, unexcused absences will be handled as a truancy issue.

Following an absence, it is the responsibility of the student or parent to contact the teacher and make up all work missed. Arrangements will be made within three days following the absence.

## MEDICATION

Our school has a clinic which is supervised by a licensed practical nurse. The nurse screens for hearing and vision, responds to emergencies and illnesses, assesses and assists when necessary, contacts parents/guardians and medical personnel when needed, and administers medication when needed. If prescription or non-prescription medicine must be taken during the school hours, the parent is required to complete the appropriate forms for the medication. **All medicine** brought to school must be kept in the school nurse's office. **Students are not to carry medication on their person.** Medication left beyond the end of the school year will be discarded.

Any student who has a severe medical condition should have an Individual Health Plan (IHP), which will help school personnel and the school nurse manage the student's health needs. Please call 652-9487 should you have any questions regarding medical issues or to receive copies of the necessary medical forms.

## PARKING

Parking for all school events is available in the large lot on the north end of the building. Temporary parking in front of the building is limited to the Vance driveway, left curb only; the right curb is a Fire Lane. Parking in either lane of Edgemont Avenue, in the Fire Lane in Vance's front driveway, or in marked areas on Columbia Road may result in a parking citation issued by the Bristol City Police.

## PERSONAL ITEMS

For the student's protection, it is strongly recommended that the student's name be on all books, jackets, coats, pocketbooks, gym clothes, and all personal items that are brought to school. It is also recommended that students not wear expensive jewelry or items of clothing. If lost, the school will take every reasonable action to retrieve the lost item; however, the school cannot be responsible for such items under any circumstance. Articles which can be construed as "playthings" (i.e., chains, large medallions, spinners, water pistols, play guns, yo-yos, etc.) or other items that may be disruptive to the educational atmosphere (laser pens or pointers, CD players, electronic games, baseball cards, skateboards) are not to be brought to school at any time. These and other items, which are considered to be disruptive to the educational process, will be confiscated.



## **POWERSCHOOL**

Parents/guardians and students have daily access to grades, assignments, and attendance through PowerSchool. PowerSchool can be accessed at [www.btcs.org](http://www.btcs.org). For login information, please contact your guidance counselor.

## **PROMOTION, RETENTION, PLACEMENT**

Monitoring of student progress is an ongoing responsibility of teachers, parents/guardians, and students. If academic difficulties are observed, the staff will evaluate the curriculum level and make feasible adjustments or counsel with the student as needed. Students may be moved to a lower level of the class. The parent/guardian will be notified when a significant class change has been made. Students who exhibit symptoms of discipline/personality conflicts may be given a different schedule. Students may also be recommended for the alternative school program.

Students are expected to pass all seventh and eighth grade subjects in order for them to have fully benefited from the curricular offerings.

If the intervention strategies used were not successful and students fail one or more subjects, they will be referred to a review team for evaluation. The review team shall be composed of an administrator, guidance counselor, and two or more teachers. The team will provide an in-depth study of the entire academic record (K+) to determine the best program for the student.

The team will recommend one of the following courses of action:

1. Promotion
2. Summer School
3. Individual evaluation and counseling
4. Placement
5. Retention - Light's Retention Scale will be used whenever retention is a possibility. A student is not required to repeat a course or grade with a teacher with whom he/she has failed unless no other teacher has been assigned a section of that course or that grade.

There will be an opportunity for a conference with the student and parent/guardian before action is taken. A copy of this policy is available in its entirety in the school office.

## **PTA**

The Vance PTA is a vital part of our program and provides opportunities for parents/guardians to remain active in the education of their children. All parents/guardians are strongly encouraged to join the PTA, attend meetings, and support the various PTA sponsored activities. Additionally, there are several opportunities for parent volunteers in our school through the PTA organization.

## REMIND

Remind is an email/text notification system by which parents/guardians and students receive updated school information. Each grade level and the athletic department utilize this program. Parents/guardians can sign up for this free service by going to [www.vms.btcs.org](http://www.vms.btcs.org) and clicking on the “Sign up for Remind” box.

## 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.

## SKATEBOARDS

Skateboards are not permitted on school grounds at any time. They will be confiscated, and violators will be subject to disciplinary action.

## SOCIAL FUNCTIONS

### (including Athletic Events)

During the school year, there may be functions that provide both social and educational opportunities for students. The following rules have been developed and will be enforced at each of these functions:

1. Only Vance students will be allowed to attend (exception: all sports events).
2. Students (or visitors at athletic contests) who exhibit behavior problems may not be allowed to attend or may be removed at any time.
3. Regular school rules and regulations apply at all times.
4. Students may not enter the event after the first 30 minutes of starting time unless accompanied by a parent (except for sports events).
5. Loitering outside the building will not be tolerated.
6. Students may not leave the event early unless a parent comes to pick up the student.
7. **If a student is suspended (OSS) the day of an athletic event, a practice, or any other social activity, the student will not be allowed to attend the event. This includes athletes and student spectators.**

## TARDY TO SCHOOL

At Vance, we are trying to help students establish good habits which will enhance their later academic and work experience. Classes begin at 7:30 a.m. Students reporting to school after 7:30 are tardy and must report directly to the office and sign in before going to their class. The office will write an Admit to class, which students should take to the teacher that they have at the time they arrive at school. Students who have five unexcused tardies will be assigned lunch detention. There are very few reasons that a tardy may be excused. Any student who reports to school after 7:30 a.m. and does not check in through the office before reporting to class will be subject to further disciplinary action. Additionally, students who accumulate numerous unexcused tardies may be assigned ISS, community service, or other action to address this issue.

# **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

### **TELEPHONES AND TELEPHONE MESSAGES**

School telephones are for official and emergency use only. These phones are to be used by a student only with permission from a teacher or office staff. All arrangements for rides, social activities, going home with friends, etc., should be made prior to coming to school. 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.

### **TESTS AND SEMESTER EXAMS**

#### **Nine Weeks Tests: 7th and 8th grades**

Required in academic classes.

During Quarter 4, TNReady state testing results will be factored into the student's final grade.

## Bristol Tennessee City Schools

### Tennessee Comprehensive Assessment Program (TCAP) 2019-2020

<b>Name of Assessment, Purpose, Use, and time and manner in which parents/guardians and students will be notified of the results.</b>	<b>Dates</b>
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](http://www.btcs.org/departments/assessments)

### TOBACCO USE AND/OR POSSESSION

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 or book bag.

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

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



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

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

## **TUITION**

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

1. Students residing outside the boundaries of the school system may attend schools within the school system as outlined in School Board Policy.
2. Tuition applications must be submitted to the Student Services office and approved by the Supervisor of Student Services (the Director's designee).
3. If the student resides in the state of Tennessee, the parent/guardian must pay a tuition fee established by the Board. If residing in a state other than Tennessee, they must pay a tuition fee established by the State Department of Education.
4. Tuition shall be paid to Bristol Tennessee City Schools and may be made in two parts. 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. Students whose parents/guardians/guardians become residents of the school system will be refunded any unused portion of the tuition on a pro-rata basis.
6. Tuition students or parents/guardians of tuition students who cause undue hardship to teachers, other students or administrators may result in the student being asked to terminate their attendance in Bristol Tennessee City Schools. Each case requires that the principal shall notify the Director of Schools in writing of the problem and, in turn, the Director of Schools, or his designee, shall notify the parents/guardians of the date of the termination.

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

## VISITORS

In order to maintain the conditions and atmosphere suitable for learning, no person shall enter onto school buses, or during school hours, enter upon the grounds or into the buildings of any school, except students assigned to that bus or school, the staff of the school, parents/guardians of students, and other persons with lawful and valid business on the bus or school premises. Violators could be charged with a Class A misdemeanor. (TCA 49-6-2008) Any person improperly on the premises of a school shall depart on the request of the school principal.

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

Students from other schools, including students from other Bristol Tennessee City Schools, may not visit other schools during the school day. If the visit is after school, the visitor must follow the procedures stated above. Requests from students to bring friends, relatives, or others to school will not be approved.

The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or being on the premises for the purpose of committing an illegal act. The principal shall engage law enforcement officials when he believes the situation warrants such measures.

Salespersons and solicitors shall not contact principals during the school day without written permission from the Director of School's office. Written permission shall not be necessary if the school principal requests the visit of the salesman or solicitor.

## **WEBSITE**

Vance Middle School maintains a website as a part of the Bristol Tennessee City Schools' website at ***vms.btcs.org***. The site is in a constant state of development. It is maintained as an additional source of information about our school and as a communication tool for parents/guardians and other interested parties.





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

#### **BOARD OF EDUCATION**

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*Supervisor, Special Populations & Student Services*  
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*Supervisor, Maintenance & Facilities*  
Jennifer Rouse  
*Supervisor, Curriculum & Instruction Elementary*  
Annette Tudor, Ed.D.  
*Supervisor, Curriculum & Instruction Secondary*

## 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](mailto:depewe@btcs.org).

**ENGAGE. CHALLENGE. INSPIRE.**



# STUDENT HEALTH FORM (CO)

## CONFIDENTIAL

### (REFERENCE ONLY – ACTUAL FORM IN MAIN OFFICE)

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 Name \_\_\_\_\_ Home Number \_\_\_\_\_

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) (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.
- 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 in the original container and a separate medication form for each medication completed and signed by a parent/guardian.

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

INITIAL	MEDICATION	SYMPTOMS
	Tylenol	Mild to moderate aches/pains/headache
	Ibuprofen	Mild to moderate aches/pains/headache
	Benadryl [ages six (6) and 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	Mild cut or abrasion
	Sting Ease for Bee Stings or bug	Relief of pain or itch from bee stings/bug bites
	Anbesol Ointment/Orajel	Mouth ulcers/mild toothache

#### **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 if medication is administered

\_\_\_\_\_  
Parent/Guardian Signature & Date      School Nurse Signature & 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.





## 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](http://www.immunize.org/vis)

Hojas de Información Sobre Vacunas están disponibles en español y en muchos otros idiomas. Visite [www.immunize.org/vis](http://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/](http://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](http://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](http://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](http://www.cdc.gov/vaccines)

#### Vaccine Information Statement Meningococcal ACWY Vaccines

03/31/2016

42 U.S.C. § 300aa-26

