



## **Thursday, July 16, 2026, AGENDA BOARD OF EDUCATION MEETING – 6:00 PM**

1. Achievement Data
2. Facilities Update
3. OCR Discipline Report
4. Review of Board of Education meeting agenda for July 20, 2026
5. Policy Review

**Description:** 4.407, School and District Websites

6.201, Compulsory Attendance Ages

6.206, School Attendance and Transfers

6.209, Child Custody Parental Access

6.307, Drug-Free Schools

6.308, Bus Safety

6.310, Dress Code

6.311, Care of School Property

6.315, Detention

6.400, Student Guidance Program

6.410, Accidents and Illnesses

6.4081, Safe Relocation of Students

6.415, Student Suicide Prevention

6.502, Foreign Exchange Students

6.504, Migrant Students

6.601, Annual Notification of Rights

6.4031, Pediculosis (Head Lice)

# Bristol Tennessee City Schools

Descriptor Term: **School and District Websites**  
**Webpages**

Descriptor Code:  
**4.407**

Issued Date:  
**08/21/23**

Rescinds:  
**3.119**

Issued:  
**01/15/18**

## CONTENT STANDARDS

In order to take advantage of the opportunities the Internet provides, the board authorizes the creation of school and/or district web pages on the Internet. Only those web pages maintained in accordance with board policy and established procedures shall be recognized as official representations of the district or individual schools. All information on a school or district web page must accurately reflect the mission, goals, policies, program, and activities of the school and district. The web page must have a purpose which falls within at least one of three categories:

1. **Support of Curriculum and Instruction.** Intended to provide links to Internet resources for students, parents, and staff in the district.
2. **Public Information.** Intended to communicate information about the schools and district to students, staff, parents, community, and the world at large.
3. **District Technology Support.** Intended to provide and respond to instructional and administrative technology needs of students and staff.

All material on a school website shall be either original to the school, in the public domain, or posted with the express permission of its rightful owner. This includes, but is not limited to, text, graphics, pictures, video, sounds, music, characters, logos, and trademarks. Web page publications shall follow all applicable copyright laws and guidelines.

Websites developed under contract for the school district or within the scope of employment by district employees are the property of the school district. **All official representations of the district or individual school web pages shall be maintained in substantial compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards.**

The district shall fulfill this standard by utilizing authorized, compliant third-party hosting and management services to oversee the platform architecture, user interfaces, and the remediation of uploaded electronic documents (including PDFs, forms, and media).

## PRIVACY STANDARDS

1. Because Internet publications are available to the entire world, special care shall be taken to protect the privacy of students and staff. Non-secure web pages may not include personally

identifying information regarding a student such as: telephone numbers, addresses, names of other family members, names of friends, e-mail addresses, specific location of a student at any given time, grades, or any other academic information. No confidential information shall be published on or linked to a non-secure web site.

2. Student work may be published on web pages only with written consent of the student's parent(s)/guardian(s) or the eligible student before each incident of publication. The authoring student shall also sign a copyright consent form.

3. Links to student e-mail accounts are prohibited. E-mail accounts used by students may be monitored by a designated staff member.

4. Pictures of students may be included only under the following conditions:

A. Individual student pictures may be published on the website **only with written consent of** ~~unless there has been a written request from~~ the student's parent/guardian or eligible student. ~~that a photograph should not be published.~~

B. Pictures of groups of students involved in a school-related activity may be published without consent; **however, the students shall only be identified by group name.** ~~unless an individual appearing in the photograph is a student for whom there is a specific written request for photographs to not be published.~~

C. Students shall not be individually identified in pictures unless there is a special reason for doing so, such as recognition for receiving a reward. **In such cases, the student's parent(s)/guardian(s) or eligible student must give written consent.** ~~If there is a written request on file for photographs to not be published, the students picture shall not be posted for any reason.~~

## ADVERTISING/SPONSORSHIPS

Any use of advertising or sponsorships that appears on a school website must be approved by the school web administrator, the principal, or the director of schools or designee. Guidelines for approval shall be established by the director of schools/designee and must be consistent with the board's policies and guidelines used in other school and district publications.

## CONCERNS/COMPLAINTS

As with any instructional materials or publication used by or representing the school or district, the director of schools or designee is ultimately responsible for accuracy and appropriateness of the information made available on the website. Concern about the content of any page(s) created by students or staff should be directed to the building principal or the director of schools' office when related to the district website. **Anyone having trouble accessing information on a district web page due to a disability should report the issue to the Technology Department. The district, in coordination with its third-party web management partner, will promptly address the barrier and provide the requested information in an alternative accessible format<sup>2</sup>**

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2 If the concern is not resolved, persons who wish to file a formal complaint shall submit a written  
3 request for reconsideration of instructional material.

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5 \* Non-secure web pages are web pages that are not protected from general access. Secure web pages  
6 are protected by passwords, routing, or other measures which prevent access by all users.

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#### Legal References

1. 20 USCA § 1232 g(a)(5)(A)-(B); ESEA *Elementary & Secondary Education* (20 USCA § 7908) Sec. 9528; 10 USCS 503
2. Title II of the Americans with Disabilities Act (42 U.S.C. § 12131). Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794)

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#### Cross References

~~Reconsideration of Instructional Materials 4.403~~  
Use of Copyrighted Materials 4.404  
Employee-Developed Materials 4.405  
*Use of the Internet 4.406*  
*Controversial Materials 4.801*  
*Student Publications 6.704*

# Bristol Tennessee City Schools

Descriptor Term:

## Compulsory Attendance Ages

Descriptor Code:

6.201

Issued Date:

01/22/24

Rescinds:

6.201

Issued:

09/18/23

Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or private school.<sup>1</sup> Parent(s)/guardian(s) who believes their child is not ready to attend school at the designated age of mandatory attendance may make application to the principal of the public school which the child would attend for a one (1) semester or one-year deferral in required attendance. Any such deferral shall be reported to the director of schools by the principal.<sup>2</sup> Under certain circumstances, the board may temporarily excuse students from complying with the provisions of the compulsory attendance law.<sup>3</sup>

Any child residing within the state who is or will be five (5) years of age on or before August 15, **who makes application for admission and applies for enrollment**, shall be enrolled in the school designated by the board.<sup>4</sup>

If a child will be five (5) years of age on or before September 30, such child's parent(s)/legal guardian(s) may request that the child be admitted into kindergarten<sup>5</sup>. Upon a request, the director of schools shall administer an evaluation and examination. If the results indicate that the child is sufficiently mature emotionally and academically, then the child may be enrolled into kindergarten. The director of schools shall develop procedures and forms to implement the provisions of this policy.<sup>4</sup>

No child shall be eligible to enter first grade without having attended an approved kindergarten program.<sup>56</sup>

A child entering a special education program shall be no less than three (3) years of age.<sup>6-7</sup>

A person eighteen (18) years of age or older who applies for admission must have the application approved by the principal and director of schools when:

1. He/she fails to enroll within thirty (30) calendar days after school officially starts; or
2. He/she has dropped out of school and wants to re-enter.

The compulsory attendance law shall not apply to the following:<sup>78</sup>

1. A student who has received a diploma or other certificate of graduation;
2. A student who is enrolled and making satisfactory progress in a course leading to a GED, or a high school equivalency credential approved by the State Board of Education;
3. A student who is six (6) years or younger and whose parent or guardian has filed notice of intent to conduct home school with the director of schools; or
4. A student mentally or physically incapacitated to perform school duties, such disability to be attested by a duly licensed physician in all cases and approved by the director of schools;

5. Children temporarily excused from attendance in school under rules and regulations promulgated by the state board of education, which rules and regulations shall not be in conflict with TCA 50-5-103 or any other law governing child labor in this state;<sup>3</sup> or
6. A student enrolled in a home school who has reached the age of seventeen (17).

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#### Legal References

1. [TCA 49-6-3001\(c\)\(1\)](#)
2. [TCA 49-6-3001\(c\)\(5\)](#)
3. [TCA 49-6-3005](#); [TCA 49-6-3001](#)
4. [TCA 49-6-201\(b\)\(3\)](#); [TCA 49-6-3001\(b\)\(1\)](#)
5. [TCA 49-6-3001\(b\)\(2\)\(B\)](#)
6. [TCA 49-6-201\(d\)](#)
7. [20 USCA § 1401\(3\)\(B\)](#)

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#### Cross References

Special Education Program 4.202  
Adult Education Program 4.208  
Home Schools 6.202  
School Admissions 6.203  
Special Education Students 6.500

# Bristol Tennessee City Schools

Descriptor Term:

## Transfers Within the System

Descriptor Code:

6.206

Issued Date:

09/18/23

Rescinds:

6.206

Issued:

07/18/22

### *General*<sup>1</sup>

Students enrolled in Bristol Tennessee City Schools shall attend the school in the zone in which they reside but may apply to attend to another school in the district provided space is available and all guidelines in the policy are met.<sup>1</sup>

Each year, the director of schools or designee shall review the number of spaces available in each school by grade, class, and program levels. This information shall be posted on the district's website along with the dates of the district's open enrollment period.<sup>1</sup> The open enrollment period shall last for thirty (30) days and information about the number of seats available shall be posted for at least fourteen (14) days prior. The director of schools or designee shall reserve a reasonable number of enrollment spaces at each school to account for the enrollment of zoned students, siblings of students, and students who have a parent/guardian employed at the school.<sup>2</sup>

During the district's open enrollment period each year, a parent/guardian may request that their child attend a school within the district other than the one to which the child is zoned. The director of schools or designee shall review such requests, and if adequate space is available, grant such transfers. If the number of requests exceeds the number of available spaces, the director of schools or designee shall implement a lottery to fill the available spaces.

The open enrollment process shall be completed before other nonresident transfers are approved.

Transfer requests to attend out-of-zone schools will be considered using the following criteria:

1. Request for transfers must be made in writing. Forms for these requests are available from each school office. A request form must be filed for each student desiring a transfer.
2. Transfer forms must be completed and delivered to the office of the school you would like for your child to attend.
3. Request for transfers must be made annually regardless of assignment of other family members or prior attendance.
4. When more than one student from a family requests a transfer, an attempt will be made to place the children in the same school where feasible and practicable.
5. The priority order in which transfer students are accepted once in-zone residents are accounted for is as follows:
  - a. Priority One: Out-of-zone (transfer) students who were enrolled the previous year

- b. Priority Two: Siblings of currently enrolled out-of-zone transfer students
- c. Priority Three: New out-of-zone transfer students
- d. Priority Four: Tuition (out of district) students who were Non-resident students enrolled the previous year
- e. Priority Five: Siblings of currently enrolled non-resident students tuition (out of district) students
- f. Priority Six: New non-resident students tuition students who reside outside the district

## POST ENROLLMENT<sup>1</sup>

Once accepted, the student shall provide their own transportation to and from the school.

The student must maintain satisfactory attendance, behavior, and effort to remain in the new school. Attendance data (including excessive absences, tardies, and early withdrawals) as well as discipline incidents, will be reviewed quarterly and may result in probation or the decision to rescind the transfer agreement. Transfer students or parents of transfer students, who cause an undue hardship to teachers or administrators may result in the return of the student to the school in the zone which the student resides. In the event of a problem, the principal shall notify the director of schools or designee in writing. The director of schools or designee shall notify the parent of the decision to rescind the transfer agreement.

## CHANGE IN RESIDENCE<sup>1</sup>

Students whose families transfer their residence to another school area after the first month of school may complete the school year at their former school. Students who present evidence that they will move during the school year and who desire to enroll in a new school in the new area may do so with prior written request for a change of school area.

[NOTE: Not effective in the event of a federally mandated desegregation order.<sup>3</sup>]

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### Legal References

1. TCA 49-2-128
2. TCA 49-6-3113
3. 34 C.F.R. § 100.4

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### Cross References

Attendance of Non-Resident Students 6.204  
Student Assignments 6.205  
Homeless Students 6.503  
Students in Foster Care 6.505  
Students from Military Families 6.506

# Bristol Tennessee City Schools

Descriptor Term:

**Child Custody / Parental Access**

Descriptor Code:

**6.209**

Issued Date:

**01/15/18**

Rescinds:

**8.165**

Issued:

**09/16/02**

The board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Tennessee court **order** specifies otherwise, the custodial parent shall be the **parent or guardian one** whom the school district holds responsible for the education and welfare of that child.

Parents or guardians shall have the right to **access receive** information contained in school records concerning their minor child.<sup>1</sup> The board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions **exist regarding are made relative to** the rights of the non-custodial parent, the custodial parent shall submit a certified copy of the **legally binding instrument or** court order **that restricts those rights. which curtails these specific rights.**

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall receive or **be provided access to or a copy of** the child's report card, **attendance records, notice of school attendance,** names of teachers, class schedules, standardized test scores, and any other records customarily available to parents.<sup>2</sup>

No school official shall permit a change in the physical custody of a child at school unless:

1. The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
2. The person seeking custody shall give the school official reasonable advance notice of their intent to take custody of the child at school.<sup>3</sup>

The following procedures have been developed for situations involving child custody, visitation, and release of records:

1. Upon request, non-custodial parents shall be entitled to **experience exercise the rights of access to student records and school information permitted by law** ~~all parental rights~~ to the extent that such rights are not restricted by a legally binding instrument or court order.
2. ~~A reasonable attempt will be made to publicize this policy so that affected parents will be informed of their option.~~ **The district will make reasonable efforts to publicize this policy so that affected parents will be informed of their rights under this policy and available options.**
3. The requesting parent will initiate the written request for duplicate parent reporting to the principal of the school where the student currently attends. **The request must include the student's full legal name and current address, the full names and current addresses of both**

parents, and the signature of the requesting parent. The request must include the full legal name and address of the student, the full name and addresses of both parents, and it must be signed by the requesting parent. The requesting parent is responsible for notifying the school of any change in contact information. The district may require the parent to confirm or update the request annually and whenever the student changes schools. The request must be renewed annually or whenever the student changes schools, whichever occurs first.

4. Once the request has been made, the principal or designee shall ensure that timely copies of routinely distributed official information are mailed, delivered electronically, made available through secure electronic access or otherwise provided to the requesting parent. When reasonably possible, the information shall be provided at approximately the same time it is provided to the other parent, but no later than two (2) weeks after distribution. will cause to be duplicated and mailed/delivered to the requesting parent of record, timely copies of any official information (not to exceed two {2} weeks).
5. Official information for the purpose of this requirement, is limited to annual parent and student calendars, report cards issued at the end of each grading period, failure notices issued to alert parents to unsatisfactory midterm progress, attendance notices, names of teachers, class schedules, notice of suspension and/or expulsion, and standardized test score reports as are routinely distributed to parents, and other education records or school information customarily available to parents.
6. When information is to be provided through a teacher and/or principal parent conference, teacher-parent or principal-parent conference, the requesting parent, upon their request, will be invited to attend the conference provided there is not legal documentation to forbid it, and the presence of both parents does not compromise the integrity or quality of the conference.
7. Duplicate reports may be provided as photocopies, electronic copies, or through electronic access, including the district's parent portal, and are not required do not need to be duplicate originals.
8. The requesting parent may also ask that all other materials distributed by the school (newsletters, notices of special functions, disciplinary notices, etc.) and similar communication be provided, as well. Materials may be provided electronically, through the district's parent portal, by mail, or through another reasonably available method. To activate this request for paper copies, the requesting parent may be required to provide a supply of self-addressed, stamped envelopes to the school. Such arrangements are to be worked out by the parent and the building principal or designee.
9. The staff will be oriented as to the rights of non-custodial parents.

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#### Legal References

1. ~~20 USCS § 1232g(a)(1)(A)~~
2. ~~TCA 49-6-902~~
3. ~~TCA 36-6-105~~

1. 20 USCA § 1232g(a)(1)(A)
2. TCA 49-6-902(a)
3. TCA 36-6-105

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#### Cross References

Student Records 6.600-604

Annual Notification of Rights 6.601

Inspection and Correction Procedure 6.602

# Bristol Tennessee City Schools

Descriptor Term:

**Drug-Free Schools**

Descriptor Code:

**6.307**

Issued Date:

**01/15/18**

Rescinds:

**8.116**

Issued:

**01/20/03**

Students shall not consume, possess, use, sell, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off school grounds.<sup>1</sup> This includes, but is not limited to, abuse of inhalants and prescription drugs.

Disciplinary sanctions shall be imposed on students who violate standards of conduct required by this policy. Such sanctions shall be consistent with local, state, and federal laws, up to and including, suspension/expulsion as well as referral for prosecution.<sup>2</sup> Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation programs shall be made available through the school office.

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a drug free community, the board's plan for dealing with alcohol and drugs<sup>3</sup> shall include the following:

~~1. Each school will follow procedures for responding to the needs of students who use and/or abuse alcohol or drugs, including:~~

- ~~1. a.~~ Appropriate ways for handling alcohol/drug-related medical emergencies;
- ~~2. b.~~ Guidelines for reporting alcohol/drug incidents and illegal activities;
- ~~3. c.~~ Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other appropriate sources of assistance; and
- ~~4. d.~~ Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

Through the use of state guidelines the director of schools or designee shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;
3. Implementing the relevant portions of the Drug-Free Youth Act;<sup>24</sup>
4. Developing administrative ~~procedures rules and guidelines~~ for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events; and
5. Providing notification to ~~parents or guardians~~ and students that compliance with this policy is mandatory.

1 Students shall not consume, possess, use, sell, distribute, or be under the influence of illegal drugs or  
2 alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-  
3 sponsored activity, function, or event whether on or off school grounds.<sup>3</sup> This includes but is not limited  
4 to abuse of inhalants and prescription drugs.

5 Disciplinary sanctions shall be imposed on students who violate standards of conduct required by this  
6 policy. Such sanctions shall be consistent with local, state, and federal laws, up to and including  
7 suspension/expulsion as well as referral for prosecution.<sup>4</sup> Completion of an appropriate rehabilitation  
8 program may also be recommended.

9 Information about drug and alcohol counseling and rehabilitation programs shall be made available  
10 through the school office.

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#### Legal References

1. ~~TRR/MS 0520-01-03-.08(2)(d)~~
2. ~~20 USCS § 7116~~
3. ~~TCA 39-17-417; TCA 39-17-715~~
4. ~~TCA 49-6-4209; TCA 49-6-3401~~

1. [TCA 39-17-715](#); [TCA 39-17-432](#)
2. [TCA 49-6-3401](#); [TCA 49-6-4209](#)
3. [TRR/MS 0520-01-13-.01\(1\)\(d\)](#)
4. [TCA 55-10-701](#); [20 USCA § 7116](#)

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#### Cross References

Drug-Free Workplace 1.804  
Zero Tolerance Offenses 6.309  
[In-Service and Professional Learning Opportunities 5.113](#)  
Suspension/Expulsion/Remand 6.316

# Bristol Tennessee City Schools

Descriptor Term:

**Bus Safety and Conduct**

Descriptor Code:

**6.308**

Issued Date:

**02/15/21**

Rescinds:

**6.308**

Issued:

**01/15/18**

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or ~~parent/guardian~~ **parent or guardian** of students or other persons with lawful and valid business on the bus.<sup>1</sup>

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on their bus, and all reasonable directions given by them shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.<sup>2</sup>

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that their behavior is such as to cause disruption on the bus, or if they disobey applicable policies and procedures pertaining to student transportation.

Any student who gets off the bus at any point between the pick-up point and school shall present the bus driver with a note of authorization from the ~~parent/guardian~~ **parent or guardian** or the principal of the school that the student attends.

Any student wishing to ride a bus other than their designated bus shall have written parental permission and the approval of the ~~principal/designee~~ **principal or designee**.

Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the board and procedures maintained by the terminal school.

## USE OF PHOTOGRAPHS AND VIDEO FOOTAGE

Cameras or video cameras may be used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy governing student conduct and discipline.

- 1 The district shall comply with all applicable state and federal laws related to photographs and video  
2 footage.<sup>3</sup> These materials shall be maintained for fourteen (14) days. **Parent(s)/guardian(s) Parents or**  
3 **guardians** may submit requests to view photographs and video footage to the director of schools or  
4 designee, and a time shall be arranged for viewing. The director of schools or designee shall be present  
5 when **parent(s)/guardian(s) parents or guardians** are provided the opportunity to review photographs and  
6 video footage.<sup>4</sup>
- 7 The director of schools **or designee** shall develop procedures governing the use of cameras and video  
8 cameras in accordance with the provisions of state and federal law and established policies.

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#### Legal References

1. ~~TCA 49-6-2008~~
  2. ~~TCA 49-6-2118(d)~~
  3. ~~TCA 10-7-504; 20 USCA §1232g~~
  4. ~~TCA 49-6-2119~~
1. TCA 49-6-2008
  2. TCA 49-6-2118(d)
  3. TCA 10-7-504; 20 USCA §1232g
  4. TCA 49-6-2119

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#### Cross References

Student Transportation Management 3.400  
Scheduling and Routing 3.401  
Code of Conduct 6.300  
Suspension 6.316  
Student Records 6.600  
Annual Notification of Rights ~~6.401~~ **6.601**  
Inspection & Correction of Student Records 6.602

# Bristol Tennessee City Schools

Descriptor Term:

## Dress Code

Descriptor Code:  
**6.310**

Issued Date:  
**01/15/18**

Rescinds:  
**8.120**

Issued:  
**03/21/11**

- 1 Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with
- 2 the operation of the school.
- 3 When a student is attired in a manner which is likely to cause disruption or interference with the
- 4 operation of the school, the principal shall take appropriate action, which may include suspension.
- 5 More specific guidelines appropriate for each level of school (elementary, middle, and senior
- 6 high) will be listed in ~~individual school handbooks.~~ **The District Handbook.**<sup>1</sup> Principals, faculty
- 7 members, and students shall be involved in the development of each appropriate set of guidelines. A
- 8 copy of the guidelines shall be forwarded to the director of schools.

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### Legal References

1. TCA 49-6-4215(a)(1) ; TCA 49-1-302(j)

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### Cross References

Discipline Procedures 6.313  
Suspension/Expulsion/Remand 6.316

# Bristol Tennessee City Schools

Descriptor Term:

## Care of School Property

Descriptor Code:

6.311

Issued Date:

01/15/18

Rescinds:

8.121

Issued:

05/18/15

- 1 Students shall help maintain the school environment, preserve school property, and exercise care while  
2 using school facilities and equipment.
- 3 All district employees shall report all damage or loss of school property to the principal or designee  
4 immediately after such damage or loss is discovered. The principal or designee shall make a full and  
5 complete investigation of any instance of damage or loss of school property. The investigation shall be  
6 carried out in cooperation with law enforcement officials when appropriate.
- 7 When the person causing damage or loss has been identified and the costs of repair or replacement  
8 have been determined, the director of schools shall take steps to recover these costs. This may include  
9 recommending the filing of a civil complaint in court to recover damages. If the responsible person is a  
10 minor, recovery will be sought from the minor's parent or guardian.<sup>1</sup>
- 11 In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible  
12 for vandalism or theft or otherwise incurring any debt to a school until the student or the student's  
13 parent/ guardian has paid for the damages.<sup>2</sup> If a student and/or their parent dispute damages or the  
14 amount of damages, the director of schools or designee shall meet with them to discuss the matter.  
15 Within five (5) days of the meeting, the director of schools or designee shall notify the student and  
16 their parent of the final decision.
- 17 When the minor and parent are unable to pay for the damages, the director of schools or designee may  
18 meet with the parent in an attempt to reach an agreement. Upon payment or completion of an  
19 agreement between the director and a parent, the student's grades, diploma, and/or transcripts shall be  
20 released. **Such sanctions shall not be imposed if the student is not at fault.**

### Legal References

1. [TCA 37-10-101](#)
2. [TRR/MS 0520-01-02-.16\(2\)\(b\)](#)

### Cross References

Visitors to the School 1.501  
Safety 3.201  
Security 3.205

Community Use of School Facilities 3.206  
Student Fees and Fines 6.709

# Bristol Tennessee City Schools

Descriptor Term:

**Detention**

Descriptor Code:

**6.315**

Issued Date:

**01/15/18**

Rescinds:

**8.124**

Issued:

**10/20/08**

- 1 Students may be detained before or after the school day as a means of disciplinary action.
- 2 The following guidelines shall be followed:
  - 3 1. The student will be given at least one (1) day of notice before detention, unless the student's
  - 4 parent gives permission for same day detention;
  - 5
  - 6 2. Parents will be informed before detention takes place;
  - 7
  - 8 3. Students in detention will be under the supervision of certified staff members;
  - 9
  - 10 4. Detention will not exceed one (1) hour after the official closing of the school day but may be
  - 11 administered several days in succession.
  - 12
  5. Teachers shall have the approval of the principal before detaining a student.

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Cross References

Discipline Procedures 6.313

# Bristol Tennessee City Schools

Descriptor Term:

**Student Guidance Program**

Descriptor Code:

**6.400**

Issued Date:

**01/15/18**

Rescinds:

**8.128**

Issued:

**07/01/96**

Each school shall **promote and protect the health and welfare of students by providing** ~~provide~~ a guidance program for all students through the cooperative efforts of the parents, administrators, teachers, school counselors, and community resources.<sup>1</sup> **These should provide, at a minimum, for the following:**

- 1. Student guidance services;**
- 2. School health services;<sup>1</sup>**
- 3. School psychological services; and**
- 4. School social work services.**

The program of K-12 guidance services shall be developmental and shall include but not be limited to such services and activities as:

1. Counseling **students individually and in groups to support** ~~individuals and groups to foster~~ appropriate development in social, emotional, and behavioral areas affecting academic progress and career choices;
2. Consulting with teachers to develop behavioral and academic interventions **according to specific student needs; based on individual student needs;**
3. Conferencing **with**, counseling, and **providing educational support to parents and guardians individually and in groups, regarding child and adolescent development;** ~~educating parents individually and in groups as they participate in child and adolescent development;~~
4. Screening and referring for various situations which impede a student's development;
5. **Coordinating with community agencies to help provide** ~~Networking community agencies in order to provide~~ supportive services to students and their families; and
6. Assisting when appropriate **with in the** orientation, placement, course selection, testing, and record keeping to facilitate educational decision-making.

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**Legal References**

1. [TRR/MS 0520-01-13-.01](#)

**Cross References**

Acquired Immune Deficiency Syndrome 5.401  
Attendance 6.200  
Drug-Free Schools 6.307  
Physical Examinations and Immunizations 6.402  
Communicable Diseases 6.403  
Acquired Immune Deficiency Syndrome 6.404  
Medicines 6.405  
Reporting Child Abuse 6.409  
Student Suicide Prevention 6.415

2

# Bristol Tennessee City Schools

Descriptor Term:

**Emergency Contact Information**

Descriptor Code:

**6.410**

Issued Date:

**01/15/18**

Rescinds:

**8.143**

Issued:

**07/01/96**

~~Parents/guardians~~ **Parents or guardians** of all students shall provide the schools with medical authorization which shall contain the following information:

1. ~~Parents'/guardians'~~ **Parents or guardians** location and phone number during the school day;
2. The name, address, and phone number of the student's physician(s);
3. Directions in the event that medical treatment is needed; and
4. Information concerning a student's particular physical disability or medical condition.

The **information and** authorization will be required annually and will be kept on file in the principal's office.

If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to render first-aid or ensure that it is rendered.

In the event of serious injury or illness to a student, the parents/guardians will be notified as to whether to pick up the child at school or meet the child at the hospital. If the ~~parents/guardians~~ **parents or guardians** cannot be reached, the student will be transported to the hospital emergency room and the physician identified by the ~~parents/guardians~~ **parents or guardians** on the emergency medical authorization form will be notified of the accident. Efforts to notify the parents/guardians will continue until they are reached.

Principals will inform the director of schools immediately of any serious injuries suffered by students while under jurisdiction of the school. A report of each accident taking place in a school will be filed in the offices of both the principal and the director of schools. Forms for reporting accidents will be made available from the office of the director of schools. In all accidents, serious enough to require medical attention, reports will be made and filed as stated above.

No student will be taken and left at home or sent home unless a parent, or someone designated by the parents/guardians, is at home to accept the responsibility for the student.

~~Parents/guardians~~ **Parents or guardians** who object to the procedures contained in this policy shall submit to the principal a written emergency plan for their approval.

1

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Cross References

Student Discrimination, Harassment,  
Bullying, Cyber-bullying, and Intimidation  
6.304

2

3

# Bristol Tennessee City Schools

|  |                                                                      |                                   |                                 |
|--|----------------------------------------------------------------------|-----------------------------------|---------------------------------|
|  | Descriptor Term:<br><b>Relocation of Students for Safety Reasons</b> | Descriptor Code:<br><b>6.4081</b> | Issued Date:<br><b>08/16/21</b> |
|  |                                                                      | Rescinds:<br><b>6.4081</b>        | Issued:<br><b>01/15/18</b>      |

1 Teachers who are directly responsible for a student's education or other employees who interact with  
2 students on a professional basis may relocate a student from the student's present location to another  
3 location when such relocation is necessary for the student's safety or the safety of others.<sup>1</sup> If relocation  
4 is necessary for a special education student, the process will comply with all special education laws.  
5 Such employees may also intervene in a physical altercation between two (2) or more students or  
6 between a student and a district employee. Reasonable or justifiable force may be used to physically  
7 relocate or intervene in a conflict if a student is unwilling to cooperate.<sup>2</sup> If an employee is unable to  
8 resolve the matter with the use of reasonable or justifiable force, the student shall be allowed to remain  
9 in place until local law enforcement officers or school resource officers can be summoned to relocate the  
10 student or take the student into custody until parent/guardian can retrieve the student.

11 In the event that physical relocation becomes necessary, the employee shall immediately file a brief  
12 report of the incident with the principal. If the student's behavior constitutes a violation of the board's  
13 zero tolerance policy, then the report shall be placed in the student's permanent record. Otherwise, the  
14 report shall be kept in the student's discipline record and not become a part of that student's permanent  
15 record. The principal/designee shall notify the employee involved of the actions taken to address the  
16 behavior of the relocated student.<sup>1</sup>

17 The director of schools shall develop administrative procedures regarding the safe relocation of students  
18 consistent with state law. Each principal shall fully support the employees' authority to relocate a student  
19 and ensure appropriate implementation and reporting.

## Legal References

1. TCA 49-6-2802
2. TCA 39-11-603, TCA 39-11-609 to 614 [TCA 39-11-610](#); [TCA 39-11-611](#); [TCA 39-11-612](#); [TCA 39-11-613](#); [TCA 39-11-614](#); [TCA 49-6-4107](#)

## Cross References

[Code of Conduct 6.300](#)  
Student Discipline 6.313  
Interference/Disruption of School Activities 6.306  
Zero Tolerance Offenses 6.309  
Special Education Students 6.500

# Bristol Tennessee City Schools

Descriptor Term:

## Student Suicide Prevention

Descriptor Code:

**6.415**

Issued Date:

**09/18/23**

Rescinds:

**6.415**

Issued:

**01/15/18**

The board is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students will be provided information regarding The National Suicide Prevention Lifeline number to text, chat, or call 988 for support and the district crisis/bullying/threat platform information.

### PREVENTION<sup>1</sup>

All district employees shall attend either the annual in-service training in suicide prevention or participate in other equivalent training approved by the director of schools. The training shall include, but not be limited to, identification of risk factors, warning signs, intervention and response procedures, referrals, and postvention.

The director of schools shall identify a district suicide prevention coordinator responsible for planning and coordinating the implementation of this policy. Each school principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation.

### INTERVENTION<sup>1</sup>

Any employee who has reason to believe that a student is at imminent risk of suicide shall report such belief to the principal or designee. Belief that a student is at imminent risk of suicide shall include, but not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a student self-refers.

Upon notification, the principal or designee shall ensure the student is placed under adult supervision. Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The principal or designee shall contact the director of schools or designee as soon as practicable.

Prior to contacting the student's ~~parent/guardian,~~ **parent or guardian**, the director of schools or designee shall determine if there could be further risk of harm resulting from ~~parent/guardian,~~ **the parent or guardian** notification. If ~~parent/guardian,~~ **the parent or guardian** notification could result in further risk of harm or endanger the health or well-being of the student, then local law enforcement and the Department of Children's Services shall be contacted.<sup>2</sup>

If appropriate, the director of schools or designee shall contact the student's ~~parent/guardian,~~ **parent or guardian** and provide the following information:

1. Inform the ~~parent/guardian,~~ **parent or guardian** that there is reason to believe the student is at imminent risk of suicide;
2. Assure the parent/guardian that the student is currently safe or inform the parent/guardian that emergency medical services were contacted;
3. Ask the ~~parent/guardian,~~ **parent or guardian** whether they are aware of the student's mental state;
4. Ask the ~~parent/guardian,~~ **parent or guardian** whether they wish to obtain or have obtained mental health counseling for the student;
5. Provide the names of community mental health counseling resources if appropriate.
6. ~~Offer on-campus counseling services.~~ **Offer available on-campus or telehealth crisis and counseling services.**

The director of schools or designee will seek parental permission to communicate with outside mental health care providers regarding a student. If the student is under the age of 18 and the parent/guardian refuses to seek appropriate assistance, the director of schools or designee shall contact the Department of Children's Services.<sup>2</sup>

The director of schools or designee shall document the contact with the parent/guardian by recording:

1. The time and date of the contact;
2. The individual contacted;
3. The parent/guardian's response; and
4. Anticipated follow-up.

The director of schools or designee shall ensure the student is under adult supervision until a parent/guardian or other authorized individual accepts responsibility for the student's safety.

Prior to a student returning to school, the director of schools or designee and/or principal shall meet with the student's ~~parent(s)/guardian(s),~~ **parent or guardians** and student if appropriate to address any problems with re-entry. **The parent or guardian shall provide documentation from a mental health care provider stating that the student has received care.** During the meeting, a safety plan will be created by school staff, the ~~parent(s)/guardian(s),~~ **parent or guardians**, and the student to ensure the student's safety and provide additional support for the student at school. The principal will identify an employee to periodically connect with the student to monitor their safety.

## **POSTVENTION<sup>1</sup>**

Immediately following a student suicide death, the Crisis Team shall meet and implement the Crisis Management plan. At a minimum, the Crisis Management plan shall address the following:

1. Verification of death;
2. Preparation of postvention response to include support services;
3. Informing faculty and staff of a student death;
4. Informing students that a death has occurred;
5. Providing information on the resources available to students;

The Crisis Team shall work with teachers to identify the students most likely to be impacted by the death in order to provide additional assistance and counseling if needed. Additionally, staff and faculty

- 1 will immediately review suicide warning signs and reporting requirements. The director of schools or
- 2 designee shall be responsible for all media inquiries.

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#### Legal References

1. ~~TCA 49-6-1901 et seq.~~
2. ~~TCA 37-1-403~~
3. ~~TCA 33-8-202~~
4. ~~TCA 49-2-124~~
5. [TCA 49-6-1901 et seq.](#)
6. [TCA 37-1-403](#)

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#### Cross References

**Board-Media Relations 1.502**  
News Releases, News Conferences and Interview 1.503  
Crisis Management 3.203  
**In-Service and Professional Learning Opportunities 5.113**  
Student Discrimination, Harassment, Bullying, Cyber-  
bullying and Intimidation 6.304  
Promoting Student Welfare 6.400  
Student Wellness 6.411

# Bristol Tennessee City Schools

|  |                                                          |                                  |                                 |
|--|----------------------------------------------------------|----------------------------------|---------------------------------|
|  | Descriptor Term:<br><br><b>Foreign Exchange Students</b> | Descriptor Code:<br><b>6.502</b> | Issued Date:<br><b>01/15/18</b> |
|  |                                                          | Rescinds:<br><b>8.154</b>        | Issued:<br><b>05/15/00</b>      |

Any foreign student is eligible for acceptance into the foreign exchange student program, provided they are participating through any agency endorsed by the Council on Standards for International Educational Travel and are sponsored by an individual or organization. Before acceptance, the exchange program representative must ~~make application on behalf of and register the student in the~~ **collaborate with the host family and assist them in the registration process at the** local school serving the host family. The school may accept the student after determining the following:

1. The student will participate in the general curriculum;
2. Appropriate curriculum offerings can be provided for the student; and
3. An overcrowded situation will not be further aggravated.

Prior to enrolling a foreign student, the principal or designee shall require, in addition to a valid student visa, the following documentation:

1. Citizenship;
2. Birthdate;
3. Health/immigration records;
4. Custody (including phone number, name, and address of person responsible for the student); and
5. School records, including a transcript in English of work done in the foreign school.

Admission requirements and all other considerations and expectations shall be the same for foreign students as for United States students. Students will be accepted only in grades 9-12. No more than three (3) foreign exchange students shall be accepted per year. The high school administration shall establish procedures for selection of foreign exchange students to be accepted.

Students must have had acceptable academic achievement in their native countries and must have been screened for maturity and ability to receive the maximum benefit from an exchange program. Exchange students must have an adequate command of the English language and be able to function without special assistance in regular classes. The principal shall be responsible for assignment to the appropriate grade level.

Each school shall name a representative to serve as a liaison between the school and exchange program agency and as an adviser to exchange students.

- 1 The sponsoring individual/organization shall provide evidence to the school that the student will
- 2 receive adequate financial support for the duration of the student's stay. Exchange students shall not be
- 3 eligible for free or reduced-price lunches.

# Bristol Tennessee City Schools

Descriptor Term:

**Migrant Students**

Descriptor Code:

**6.504**

Issued Date:

**09/18/23**

Rescinds:

**6.504**

Issued:

**01/15/18**

The board directs the administration to identify migratory students in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible.<sup>1</sup> In developing and implementing a program to address the needs of migratory students, the district ~~will~~ **shall**:<sup>2</sup>

1. Identify migratory students and assess the educational and related health and social needs of each student~~;~~
2. Provide a full range of services to **qualifying** migrant students including applicable Title I programs, special education, gifted education, career technical education (CTE), language programs, counseling programs, elective classes, fine arts classes, etc~~;~~
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all students are expected to meet~~;~~
4. To the extent feasible, provide advocacy and outreach programs to migratory students and their families and professional development for district staff~~;~~ **and**
5. Provide parents an opportunity to participate in the program.

If a migrant student is identified by the district, the director of schools or designee shall notify the Tennessee Department of Education and request assistance if needed.<sup>2</sup>

## Legal References

1. State Board of Education Policy 2.103
2. 20 USCA § 6318; 20 USCA § 6391 *et seq.*

## Cross References

School Admissions 6.203  
Homeless Students 6.503

# Bristol Tennessee City Schools

|  |                                                                                  |                                  |                                 |
|--|----------------------------------------------------------------------------------|----------------------------------|---------------------------------|
|  | Descriptor Term:<br><br><b>Student Records Annual<br/>Notification of Rights</b> | Descriptor Code:<br><b>6.601</b> | Issued Date:<br><b>01/15/18</b> |
|  |                                                                                  | Rescinds:<br><b>8.156</b>        | Issued:<br><b>09/21/15</b>      |

Within the first three (3) weeks of each school year, the school system shall notify parent(s) parents or guardians of students and eligible students\* of each student's privacy rights.<sup>1</sup> For students enrolling after the above period, this information shall be given to the student's parent(s) parents or guardians or the eligible student at the time of enrollment.<sup>2</sup> The notice shall include the right of the student's parent(s) parents or guardians or the eligible student to:

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

## DIRECTORY INFORMATION

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone number, e-mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.<sup>3</sup>

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

- 1 \*The student becomes an “eligible student” when he/she reaches age 18 or enrolls in a post-secondary  
2 school, at which time all of the above rights become the student’s rights.<sup>5</sup>

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#### Legal References

1. ~~34 CFR 99.4, .7~~
2. ~~34 CFR § 99.7; TCA 10-7-504~~
3. ~~34 CFR § 99.3~~
4. ~~TCA 49-6-406; 10 USCS § 503(e)~~
5. ~~34 CFR 99.5; TCA 49-1-704~~

1. [34 CFR §§ 99.4, 99.7](#)
2. [34 CFR § 99.7](#)
3. [34 CFR § 99.3](#)
4. [TCA 49-6-406](#)
5. [34 CFR §§ 99.3, 99.5; TCA 49-1-704](#)

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#### Cross References

[Child Custody/Parental Access 6.209](#)  
[Bus Safety and Conduct 6.308](#)  
[Media Access to Students 6.604](#)

# Bristol Tennessee City Schools

Descriptor Term:

**Pediculosis (Head Lice)**

Descriptor Code:

**6.4031**

Issued Date:

**09/18/23**

Rescinds:

**6.4031**

Issued:

**01/15/18**

No students will be denied an education solely because of head lice infestation, and their educational program shall not be restricted more than the extent necessary to eliminate the risk of transmitting the infestation.<sup>1</sup>

It shall be the responsibility of the principal, principal's designee, or school nurse to notify the parent(s)/guardian(s) **parents or guardians** in the event student has pediculosis (head lice). The student will go home at the end of the school day by usual means of transportation. A letter will be sent home with the student to explain the condition, treatment, requirements for readmission, and deadlines for satisfactory completion of the treatment.

## READMISSION PROCEDURE

After treating the student with the appropriate treatment, the parent should bring the child to the area designated by the school principal for examination for readmission.

Prior to readmission, satisfactory evidence shall be submitted to school personnel that the student has been treated for head lice. This evidence may include but not be limited to:

(1) Proof of treatment with a pediculicide product (e.g. head lice shampoo); or

(2) Satisfactory examination by a school health official.

A student will be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice. All days in excess of the allowable period will be marked as unexcused and referred to the attendance supervisor at the proper time.

Any subsequent incidents of head lice for a student during the school year shall require submission of satisfactory evidence of treatment for head lice and be found free of lice by a school health official.

Administrative procedures for handling head lice infestation including treatment and prevention training shall be developed by the director of schools or designee in consultation with the school nurse and distributed to all classroom teachers. These procedures shall also be distributed to the parent/guardian of any student that has head lice.

**Legal References**

**Cross References**

1. [TRR/MS 0520-01-13-.01](#)
2. [TCA 49-2-203\(b\)\(2\)](#)

Special Education 4.202  
Homebound Instruction 4.206  
Promoting Student Welfare 6.400