



BTCS Tennessee High Operating Procedures 2023–2024



ENGAGE. CHALLENGE. INSPIRE.

A Message from the Principal

Dear Student and Parent:

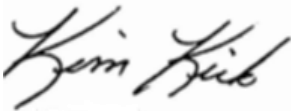
On behalf of the staff at Tennessee High School I am excited to welcome you to the upcoming school year. We look forward to working with each of you and forming a partnership that will ensure our students achieve their highest potential.

As Vikings, it is up to you to continue the legacy of Viking Pride through excellence in academics and extracurricular activities. The Tennessee High School Viking legacy is one that begins with you now as you make meaningful and lasting contributions and traditions to be left when you graduate. It is our goal as a staff to afford you the best education and experiences possible, while empowering you to continue building the unique characteristics that make you a Viking.

This manual provides rules and expectations that are in place in order for us to provide a safe, positive learning environment for our students and staff. Please take time to read the manual and feel free to contact us with any questions. Thank you for supporting our efforts to meet all of the expectations.

Work hard, be passionate about every endeavor, make lots of memories, and remember that every moment counts. Leave a legacy that you are proud of!

Sincerely,

A handwritten signature in black ink that reads "Kim Kirk". The signature is written in a cursive, flowing style.

Kim Kirk, Ed.S.
Principal

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DIRECTORY

THS Principal:

Mrs. Kim Kirk	423-652-9588
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Assistant Principals/ Program Assistants:

Mr. Dave Collins	423-652-9412
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Dr. Luke Douthat	423-652-9319
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Mr. Paul Pendleton	423-652-9589
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Ms. Deidre Pendley (CTE Director)	423-652-9450
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Dr. Ashleigh Shu	423-652-9406
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Mrs. Kelly Vance	423-652-9483
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SRO Colley	423-652-9592
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School Counselors:

Mrs. Whitney Singleton (9 th Grade Students)	423-652-9405
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Mr. Reece Henry (10 th Grade Students)	423-652-9325
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Ms. Rachel Fleenor (11 th Grade Students)	423-652-9400
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Ms. Brittany Slagle (12 th Grade Students)	423-652-9402
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Other Important Numbers:

Main Office	423-652-9494
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Attendance Line (for reporting absences)	423-652-9499
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Athletic Office	423-652-9361
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Band Room	423-652-9315
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Bookkeeping	423-652-9318
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Cadmus (Yearbook)	423-652-9398
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Cafeteria	423-652-9350
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School Counseling Office	423-652-9317
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Library	423-652-9424
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Weather Hotline/ School Closing	423-652-9554
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2023-2024 School Calendar

Schools Closed

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

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

Early Dismissals

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

PreK/Kindergarten Registration

April 4, 2024

School Closings/Delays

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

Two-Hour Delay Schedule

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

Reporting an Absence

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

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

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

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

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

October 2023						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January 2024						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

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

Interim Reports

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

End of Nine Weeks

October 6
December 21
March 15
May 23

Report Card Distribution

October 18
January 10
March 27
May 23

BELL SCHEDULES MASTER

REGULAR SCHEDULE

1st Period	Block Class 7:30 - 8:52			82 min.	
2nd Period	Block Class 8:58 - 10:20			82 min.	
Homeroom	Viking Time 10:26 - 11:11			45 min.	
3rd Period	1st Lunch	1st Lunch 11:11 - 11:36	Block Class 11:42 - 1:05	83 min.	
	2nd Lunch	Block Class 11:17 - 11:55	2nd Lunch 11:55 - 12:20	Block Class 12:26 - 1:05	77 min.
	3rd Lunch	Block Class 11:17 - 12:40		3rd Lunch 12:40 - 1:05	83 min.
4th Period	Block Class 1:11 - 2:30			79 min.	

NO HOMEROOM SCHEDULE

1st Period	Block Class 7:30 - 9:05			95 min.	
2nd Period	Block Class 9:11 - 10:46			95 min.	
3rd Period	1st Lunch	1st Lunch 10:46 - 11:11	Block Class 11:17 - 12:50	93 min.	
	2nd Lunch	Block Class 10:52 - 11:35	2nd Lunch 11:35 - 12:00	Block Class 12:06 - 12:50	87 min.
	3rd Lunch	Block Class 10:52 - 12:25		3rd Lunch 12:25 - 12:50	94 min.
4th Period	Block Class 12:56 - 2:30			94 min.	

ACTIVITY SCHEDULE

1st Period	Block Class 7:30 - 8:53			83 min.	
2nd Period	Block Class 8:59 - 10:22			83 min.	
3rd Period	1st Lunch	1st Lunch 10:22 - 10:47	Block Class 10:53 - 12:21	88 min.	
	2nd Lunch	Block Class 10:28 - 11:09	2nd Lunch 11:09 - 11:34	Block Class 11:40 - 12:21	82 min.
	3rd Lunch	Block Class 10:28 - 11:56		3rd Lunch 11:56 - 12:21	88 min.
4th Period	Block Class 12:27 - 1:50			83 min.	
Activity	Activity 1:50 - 2:30			40 min.	

WEATHER DELAY SCHEDULE

1st Period	Block Class 9:30 - 10:32			62 min.	
2nd Period	Block Class 10:38 - 11:40			62 min.	
3rd Period	1st Lunch	1st Lunch 11:40 - 12:05	Block Class 12:11 - 1:18	67 min.	
	2nd Lunch	Block Class 11:46 - 12:19	2nd Lunch 12:19 - 12:44	Block Class 12:51 - 1:18	60 min.
	3rd Lunch	Block Class 11:46 - 12:53		3rd Lunch 12:53 - 1:18	67 min.
4th Period	1:24 - 2:30			66 min.	

ADVANCED PLACEMENT COURSES

Classes designated Advanced Placement (AP) are taught on a college level and are designed to prepare students to take Advanced Placement tests which, with qualifying scores, may permit them to receive college credit from many schools. All students in an AP course will be required to take the AP exam in that course to receive AP credit. Five (5) points will be added to each nine weeks' average and the semester exam. Students who opt out of taking the AP exam will receive credit for the corresponding honors course, and three (3) points will be added to each nine weeks' average and the semester exam.

All English courses will have summer reading and assignments due upon return to school.

ARRIVAL AND DEPARTURE TIMES

Door #35 Viking Hall Opens:	7:00am
Door #11 Southside Opens:	7:00am
Main Entrance Opens:	7:15am
School Begins:	7:30am
School Ends:	2:30pm
All Entrances Locked:	3:00pm

*On a two-hour weather delay, entrances open two hours later.

At the end of the school day, students should proceed to their normal departure sites unless they are under the direct supervision of a teacher, club sponsor, tutor, coach, or administrator. Students should not loiter in or outside the school building.

ATHLETIC PROGRAMS

- A student must earn five credits the preceding school year if fewer than 24 units are required for graduation or six credits the preceding school year if 24 or more credits are required for graduation. All credits must be earned by the first day of the beginning of the school year.
- A student must be enrolled before the 20th school day of the semester, in regular attendance, and carrying at least five full courses during the present semester. A block schedule (such as THS) requires the student to be enrolled in 3 credit-bearing classes during the present term.
- A student is permitted eight semesters of eligibility beginning with the ninth grade. A student shall be ineligible in high school if he or she becomes 19 years of age on or before August 1 or in junior high if he or she becomes 16 years of age on or before August 1.
- Athletes must live at home with their parents or have lived for a minimum of one year with their legal guardians.
- In order for a transfer student with an athletic record to be eligible at another school, there must be a bona fide change of residence by the athlete's parents.
- All transfer students must be approved by the Executive Director of TSSAA

before participating in any game.

- A student who engages in three or more days of practice – including spring practice – with a high school in which he or she is enrolled shall be ineligible in that sport for 12 months if the student enrolls in another school without a corresponding change in the residence of his or her parents.
- A student whose name is listed on the school eligibility report cannot participate in an independent game or meet until the season has closed in that specific sport. (This does not apply to bowling, golf, tennis, wrestling, cross country, and track and field.)
- A registered athlete cannot accept any money for athletic skills in any TSSAA sponsored sport.
- An athlete may accept a medal, trophy, high school letter, sweater, jacket, shirt, blazer, or blanket for athletic participation but nothing else of commercial value, and these awards must carry the school's letter or other appropriate award emblem.
- All expenses to an athletic camp where specified instruction is offered must be paid by the athlete or his parents.
- When an athlete is charged tuition to attend a school, it must be paid by the parent or bona fide guardian, or other family member.
- Any student repeating the 7th grade after having passed the 7th grade, or repeating the 8th grade, after passing the 8th grade, shall not be eligible to participate in athletics during their 9th grade year.
- No student shall be permitted to participate in an all-star game during that sports season.
- Random Drug Testing – Any student participating in extracurricular activities, including Athletics, are required to adhere to the BTCS Random Drug Testing Policy.

TSSAA has also made the following interpretations pertaining to our school:

A student can only be eligible for participation in 9th grade athletics if he or she has *passed* the 8th grade. A student who is *placed* in the 9th grade from the 8th grade is ineligible for athletic participation during the 9th grade year. A student athlete on a block school schedule can become eligible for Term II athletic participation by passing at least three credit-bearing classes during the fall term.

ATTENDANCE

THERE ARE NO SENIOR, JUNIOR, ETC., "SKIP DAYS." Students who skip will be disciplined per the Discipline Chart.

Attendance Procedures

Parents are expected to contact the school on the date of or prior to the student's absence at 652-9499. This number will have a 24-hour recording device that you may use for reporting absences. Students who are eighteen years old or older MUST have parental permission for absences and withdrawals if they reside with their parents. The maximum number of excused absences, supported by a parent note(s) or phone call(s) only, is five (5) days per year. Contact will be made to notify the parent on the date of each student absence.

A parent/ guardian may call and request their child's missing and/ or make-up assignments. When a parent/ guardian calls the school to request make-up work and/ or daily assignments, a form requesting assignments will be placed in the mailbox of the student's teachers. Requests for assignments should be made by 8:00 am on the day of the request. Assignments may be picked up in the Main Office between 2:45 - 3:15 p.m. For health reasons, students who are too sick to attend school should not attend after-school functions.

Late Arrivals

All students arriving after 7:30 a.m. are required to sign in at the Main Office and receive an admit slip to class.

Early Withdrawals

Early withdrawals must meet the criteria for excused absences. Under no circumstances can a student leave campus without parent/ guardian permission, school authorization, and proper sign-out. Early withdrawal will be counted like tardies, so students will be allowed **five (5) parent call-ins** each semester. All students who have already used the five (5) parent call-ins (whether for tardies and/ or early withdrawals) will be counted as unexcused without a doctor's note. Regarding **exam exemptions ONLY** – students will be allowed a **maximum of ten (10) total absences (excused or unexcused)** in order to remain eligible to be exempt from an exam. Students with more than ten (10) absences of any kind **WILL NOT** be exempt from exams. Students must also meet all other requirements for exam exemptions as well.

Withdrawals during a student's lunch time – students being withdrawn during their lunch time must get a withdrawal slip from the front desk when they arrive to school in the morning. The student will then show the withdrawal slip to one of the cafeteria supervisors, so they are allowed to report to the front desk for withdrawal.

Procedures for early withdrawals include:

- a) A student must bring a written appointment card, or a parent/ guardian note to the Main Office **prior to 7:30 a.m.** for a withdrawal.
- b) A parent/ guardian may notify the school for a withdrawal request in an emergency by calling **652-9494**. Parents should supply necessary information at this time, such as student name, grade level, parent/ guardian name, phone number, time of withdrawal, and reason for withdrawal.
- c) Students must sign out at the Main Office before leaving campus with an authorized withdrawal. Parents/ guardians must sign the student out from the office unless the student has permission to drive. This includes students leaving due to illness.
- d) If a student leaves school and returns the same day, he/ she must sign in at the Main Office.
- e) Once a student arrives on campus, including the parking lot, he/ she must follow the early withdrawal procedures.

Unexcused Absences

Unexcused absences will be determined by the building-level administrator. An

unexcused absence from an individual class may be considered “skipping” and the appropriate consequences will be assigned. A student whose absence has not been communicated by parental phone call/ message must report to the Main Office before entering class and provide a parent note explaining the absence.

Unexcused absences may result in:

1. Parent conferences
2. In-school suspension
3. Referral to counseling
4. Referral to Attendance Review Committee (ARC)
5. Alternative school placement

Unexcused Tardy to Class (2nd Period, Viking Time, 3rd Period, and 4th Period)
Definition of Unexcused Tardy – *Students are not in their assigned area when class begins. This includes reporting to and from lunch, assemblies, or other activities.*

1st Unexcused Tardy	-	Teacher Intervention - Warning
2 nd Unexcused Tardy	-	Teacher Intervention - Warning (w/ Parent/ Guardian Contact)
3 rd Unexcused Tardy	-	Discipline Referral - Administrative Conference
4 th Unexcused Tardy	-	Teacher assigned Lunch Detention – 1 DAY (Teacher shall submit a referral for documentation purposes)
5 th Unexcused Tardy	-	Teacher assigned Lunch Detention – 3 DAYS (Teacher shall submit a referral for documentation purposes)
6 th Unexcused Tardy	-	Teacher assigned Lunch Detention – 5 DAYS (Teacher shall submit a referral for documentation purposes)
7 th Unexcused Tardy	-	Discipline Referral – Administration will assign Period ISS and/ or afterschool detention and contact parent/ guardian – 1 DAY Period ISS
8 th Unexcused Tardy	-	Discipline Referral – Administration will assign Period ISS and/ or after school detention and contact parent/ guardian – 2 DAYS Period ISS
9 th Unexcused Tardy	-	Discipline Referral – Administration will assign Period ISS and contact parent/ guardian – 5 DAYS Period ISS
10 th – 14 th Unexcused Tardy and above	-	ISS/ After School Detention/ Saturday School
15 th Unexcused Tardy and above	-	Consistent Offender – OSS, Alternative Placement

Tardy to 1st Period ONLY:

- 1st – 3rd Tardy to 1st Period: Student reports to the Tardy Room
- 4th – 6th Tardy to 1st Period: Student reports to the Tardy Room and is

assigned Lunch Detention by the teacher
7th & Above Tardy to 1st Period – ISS and then OSS

*A range of disciplinary options that may include Class Period ISS, ISS and/ or detention.

**Repeat offenders may be remanded to an alternate program (THS/ TMS Alternate Programs).

***Habitually missing class to avoid the tardy policy will be considered skipping class. ***

****This procedure starts over each semester. ****

Make-up Work

Make-up work is the responsibility of the student. It is the responsibility of the student to complete missed work. Upon return to school the student has the same amount of time to make up assignments as the length of the absence(s) incurred. Grades from days or classes missed due to unexcused absences or OSS will be graded at 80%.

Many assignments can be accessed through the classroom teacher's Canvas page. If you do not have internet at home, call the school to request make-up work. Requests for assignments should be made by 8:00 a.m. on the day of the request. Assignments may be picked up in the Main Office at 2:45 p.m., after dismissal for the day.

BAND

Members of the Tennessee High School Mighty Viking Band will exude a professional attitude and appearance by:

- creating a focused and enjoyable learning environment where each member has equal opportunities to excel beyond his or her expectations,
- being respectful, encouraging, insightful, and supportive of one other,
- setting a mature example for fellow and future members, peers, and the community,
- working diligently to develop character and strength in performance skills, and
- maintaining our tradition of excellence by continually raising standards.

Random Drug Testing – Any student participating in band is required to adhere to the BTCS Random Drug Testing Policy.

While upholding these values, the band will ultimately achieve an admirable reputation, superior performances, and family-like unity.

CELL PHONES/ ELECTRONIC DEVICES

Definition of a Personal Communication Device: *A device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. A personal communication device stored in a vehicle on school grounds is not considered to be in the possession of the student.*

Students will be allowed to use personal cell phones before school, during regular class changes, and during the students' lunch break. All Phones must be in the student's backpack or teacher designated area during class time. **It is the SOLE responsibility of the student to silence or turn off their device and have his/ her phone in its designated area.**

- A student's refusal to turn over a cell phone (including battery and SIM card if applicable) will be considered **Gross Insubordination** (Category III offense). The student will also lose cell phone privileges for the remainder of the school year.
- A student who has had his/ her cell phone confiscated cannot bring another cell phone to school during the time they have lost cell phone privileges. This infraction will be considered **Gross Insubordination** (Category III).
- Students who have phones in class are responsible for having their phones turned off or otherwise silenced so that incoming calls or texts will not cause a disturbance.
- Students are responsible for phones in their possession. Consideration is not given regarding whether the phone is theirs or if the use was accidental.
- The taking of photos or the recording of videos, whether by cell phone or any other device, is prohibited.
- Using cell phone cameras to record altercations on school grounds or at school events is prohibited. In such cases, phones may be confiscated as evidence and consequences will be assigned. Consequences may be the same for the person who records an altercation as those involved in the altercation.
- The use of cell phones for cheating is strictly prohibited. As a means of protecting instructional time and/ or providing test security, teachers may elect to collect students' cell phones during any class and return them at the end of the period. Accessing the internet via cellular hotspot within the school building is not allowed.

***In the case of a school-wide emergency, student use of cell phones will not be in violation of this policy.**

1st Offense

Teachers may confiscate a student's cell phone for the duration of a class period and then return the phone directly to the student.

2nd Offense

Teacher(s) will confiscate the item and send the item labeled with the student's name and teacher's name to administration. Consequences may be assigned, and the item will be held at the discretion of the administration.

Laser Devices

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

CHEATING

Cheating is defined as (1) giving or receiving information, electronically (i.e., Canvas, OneNote, mobile devices) or otherwise, except by teacher permission. (2) copying another student's assignment, such as a test, classwork, or homework; or (3) plagiarizing information. Any student found to be cheating on any assignment, quiz, or test will be given the appropriate disciplinary action.

CLUBS (SCHOOL SPONSORED)

A variety of clubs are available for student enrichment, and all students are encouraged to participate in one or more clubs of their choice. Students released from class to attend clubs are expected to attend, or they will be considered skipping and will be disciplined per the Discipline Chart.

**New clubs are not allowed to begin during the school year. Anyone requesting to establish a new club at THS must complete and submit an application.

Anchor Club (Ms. Dunkerly)

A community service organization open to 10th – 12th grade girls. It is an extension of the Bristol Pilot Club. Anchor meets during club times; however, some after school meetings and activities are required as well.

Art Club (Mr. Graham)

THS Art Club provides creative minds of all backgrounds with a positive environment to explore new ideas. Art Club is involved with many school activities to help promote Viking Pride and traditions. Art Club coordinates activities which collaborate skills between visual artist, creative writers, digital artist, and any creative souls who enjoy spending time sharing their interest with others.

Beta Club (Mrs. Silvers & Mrs. Sauceman)

Beta Club is a branch of the National Beta Club. The purpose of the National Beta Club is: *“to promote the ideals of honesty, service, morality, ethical conduct, and leadership among elementary and secondary school students, to reward meritorious achievement, and to encourage and assist students in continuing their education after high school.”*

Membership in this club is available for juniors and seniors who have maintained an overall academic average of at least “93” for all high school courses taken prior to membership.

Boys Volleyball Club (Mr. Goodman)

Boys Volleyball is a club sport at THS that will hopefully become a TSSAA sanctioned sport in the coming years. Currently this spring sport plays a 14- game regular season schedule that begins in April.

Cadmus Club (Mrs. Vickers)

Cadmus Club is open to yearbook staff members only. Staff members may be members of the club when they are not enrolled in the course.

Civinettes (Mrs. Kitzmiller & Mrs. Bitteringer)

These clubs are school and community service clubs open to Tennessee High boys and girls. It is an extension of the Bristol Civitan Club. Some after- school meetings and activities are required.

FBLA (Future Business Leaders of America – Mrs. English)

Students must be or have been enrolled in a Career & Technical Education (CTE) class to join.

FFA (Future Farmers of America – Mrs. Givney)

FFA is the organization for students in the agriculture program. In addition to monthly chapter meetings, field trips and state convention, students can compete in various Career & Leadership Events throughout the school year (i.e., Soils Judging, Forestry, Horse &

Livestock Judging, Floriculture, Nursery/ Landscape, and many others). There is no cost to join but students MUST be enrolled in an Ag class for either fall or spring semester of the current year to be eligible for FFA.

Firecracker Squad (Mrs. Vance)

This is an all-inclusive student group of students who encourage school spirit.

French Club (Ms. Toby)

French Club members perform service to the school and in the community. Members learn and share in traditions and culture of France and French people. They must be enrolled in the corresponding class or have been enrolled previously.

HOSA (Health Occupations Students of America – Mrs. Moore)

HOSA is a service club providing health care and health services to patients in hospitals, nursing homes, and other health care facilities. Open to students presently enrolled in health science and technology classes.

Rachel's Challenge (Mrs. Sutherland)

This club seeks to do GOOD on the campus, provide encouragement, and push away stereotypes and bullying from THS.

Science Bowl (Mr. Reece)

The Science Bowl club practices for and competes in regional and state science bowl competitions.

Skills USA (Mr. Sauls)

Students must be or have been enrolled in a Career & Technical Education (CTE) class to join.

Student Council (Mrs. Arnold)

SCA is the student government for THS. Membership is by election. These students are the class officers from each class and the elected council officers.

NHS (The National Honor Society - Mrs. Story & Ms. Dunkerly)

The NHS chapter of Tennessee High School has four primary objectives:

- To create an enthusiasm for scholarship.
- To stimulate a desire to render service.
- To promote leadership.
- To develop character.

Selection of students for membership in the National Honor Society is the responsibility of the faculty council, a five-member board composed of teachers appointed by the principal. The following selection procedures, approved by the NHS National Council, are used in selecting members for the Tennessee High School Chapter of the National Honor Society: The candidate must be a junior or senior who has attended THS the equivalent of one term and has a cumulative scholastic average of at least 93 percent. The cumulative scholastic average for juniors will be based on their freshman and sophomore grades, and for seniors, it will be based on their freshman, sophomore, and junior grades. Eligible students will be asked to complete a Student Activity Information Form (SAIF) on which to list and describe activities, both in school and out of school, that demonstrate service, leadership, and character. (The student must complete this form to be considered for membership; however, completion of the form does not guarantee selection.) Students will be evaluated by the faculty council on the qualities of leadership, character, and service. The faculty council (composed of five teachers appointed by the principal) will use both the SAIF and the faculty council evaluations in considering the students to be selected. Students will be selected based on a majority vote.

Definition of volunteerism and/ or community service: Voluntary contributions (in hours) made by a student to the school or community, done without compensation or course credit and with a positive, courteous, and enthusiastic spirit.

*New members will be notified by mail of their selection.

TSA (Technology Student Association - Mrs. DelGaudio)

The Technology Student Association (TSA) is a club for students interested in engineering, computer science, and/ or digital design. Members will complete various projects and may have an opportunity to compete at TSA competitions. Students who are enrolled in Computer Science, Digital Arts, and/ or STEM classes at Tennessee High School are eligible to join.

Teens Supporting Sustainability (Mr. Slone)

Tennessee High School students work together to identify ways to better the environment.

Viking Academy Chess Club (Mr. Strickland)

This club shall be a non-profit organization established to foster and encourage the game of chess and provide the means and capabilities to achieve this purpose. The bylaws written below shall govern the conduct, policy, and procedures of this club. The purpose of the club shall be to provide the facilities to play chess, organize chess tournaments, supporting competition among its own members and other organizations and promote the game of chess via education, instruction, and maintaining a library.

Viking Academy Motorcycle Club (Mr. Strickland)

This club shall be a non-profit organization established to foster and encourage motorcycle enthusiasm and safety and provide the means and capabilities to achieve this purpose. The purpose of the club shall be to provide the facilities to discuss and view motorcycles, organize and/or attend motorcycle events, and promote the hobby of motorcycling via education, instruction, and maintenance.

Viking Players (Mrs. Davis)

Membership is open to all students who are interested in any aspect of Theatre/ Drama as well as those interested in competing in Competition Speech and Drama (forensics).

Viking Robotics Team (Dr. Lewis)

Robotics is a varsity sport for the mind! The Viking Robotics Team works with professional engineers to build a robot which will perform certain tasks in a game challenge. Students learn how to program software, engineering and machine shop skills, website design, marketing, and the importance of teamwork.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) COURSES

College Board's CLEP courses are taught on a college level and are designed to prepare students to take the CLEP test which, with qualifying scores, may permit them to receive college credit from many schools. All students enrolled in a course in which the CLEP test is offered will be required to take the exam if they wish to receive additional points. Students who participate in the CLEP exam will receive an additional five (5) points added to each nine weeks average and the final exam.

DISCIPLINE CODE

Students in 9th & 12th: Mr. Pendleton

Students in 10th & 11th: Mr. Collins

Attendance: Dr. Luke Douthat

Alternate Assignment (but not limited to)

After School Detention, Before School Detention, Lunch Detention, Period ISS, All Day ISS, OSS, Short Term Alternative School Placement, Long Term Alternative

School Placement

Detention Assigned by Administrator

Students may be detained before or after the school day as a means of disciplinary action. Lunch detention may also be assigned on the day of the infraction. Parents will be informed when a detention involving before or after school is assigned.

Student Discipline Records

Bristol Tennessee City Schools keeps accurate records relating to individual student discipline. Those records are transferred to receiving schools when other student records are transferred. As with all other records, parents may review by making a request in writing to the school principal.

In-School Suspension

1. All students assigned to ISS must report to the ISS room by the Tardy Bell (7:30 a.m.). Any student arriving to the classroom after 7:30 a.m. will be reported as tardy.
2. Each student will have an assigned seat. The ISS supervisor will assign each student a seat.
3. Students must report to ISS with ALL materials needed for the day (laptop, books, paper, pen/ pencil, etc.). Any student not bringing needed materials to class may be written up for insubordination which may result in an alternate assignment.
4. Students will be given daily assignments from each of their teachers. Students are to complete all assignments and give completed assignments to the ISS supervisor. The ISS supervisor will give teachers the completed and incomplete assignments. Students refusing to complete assignments or refusing to follow instructions may be considered insubordinate, which may result in an alternate assignment, which may include OSS.
5. Students are not permitted to get out of their seats without permission from the ISS supervisor.
6. Students will go to the cafeteria and get lunch as a group. The group will return to the ISS classroom to eat lunch.
7. Students are not allowed to possess and/ or use cell phones in ISS at any time of the day including breaks, restroom passes, and lunch (unless given permission by the ISS supervisor). Use of a cell phone is violation of THS policy. All cell phones must be surrendered to the ISS supervisor upon entering the classroom. The ISS supervisor will hold all cell phones in a collection bin until the end of the day.
8. Students assigned to ISS may not participate in any school function (pep rallies, assemblies, etc.) unless authorized by administration.
9. Restroom facilities are located near the ISS area. Anyone caught leaving the area will be written up for insubordination which may result in an alternate assignment.
10. Any student assigned to ISS and withdrew from school for any reason may be reassigned to ISS the following day, to complete their assignment.

11. Students assigned ISS are not allowed to attend or participate in any extracurricular activity on the day of the ISS. This includes athletic games/practices, club activities, or any other school-related activity.

Procedures for 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. 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 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 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 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, the student, or any person holding a teaching license who is employed by the school system if requested by the student. 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 students with disabilities will be in accordance with IDEA guidelines.

Appeals Procedures

All appeals must be submitted in writing by the end of the day following the suspension.

In-School Suspensions

In-school suspensions cannot be appealed beyond the principal.

Out-of-School Suspension (more than 10 days): Supervisor of Student Services

615 Martin Luther King Jr. Blvd. Bristol, TN 37620
423-652-9233

Special Education students will be disciplined according to IDEA Guidelines.

Zero Tolerance

Any student enrolled in the Bristol Tennessee City Schools who commits a Zero Tolerance Offense at any time on property under the control of BTCS shall be suspended/ expelled. This rule applies during non-school days and non-school hours.

During Out-of-School Suspensions, Expulsions, or Zero Tolerance placements students may not attend nor may they participate in extracurricular activities or any school-related activities on or off campus.

Students are automatically suspended out of school for one (1) year (365 days) if they are guilty of the following Zero Tolerance Offenses:

1. Drugs – Any level of THS or CBD
2. Firearms
3. Assault on school personnel

Zero tolerance offenses shall result in suspension/ expulsion. To ensure a safe and secure learning environment, the following offenses will not be tolerated:

Assault

In accordance with state law, any student who commits assault 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, and only the director of schools, shall have the authority to modify this expulsion requirement on a case-by-case basis. TCA 49-6-3401(g).

Drugs

In accordance with state law, any student who unlawfully possesses any drug 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. TCA 49-6-3401(g) **Any**

level of THC or CBD will be considered a zero-tolerance offense.

Firearms (As Defined in 18 USC 921)

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

Discipline Definitions

Assault - An *assault* is defined as physical attack on a person.

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

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

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

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

Electronic Threat - In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention.

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 student's 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 policy, 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.

Synthetic Drugs - 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 is 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.

Threats

A *threat* is a verbal or written communication of intent to do harm on another person or property. Since threats have received widespread media coverage and cause a great concern to parents, 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.

Students should report any knowledge of bullying, controlled substances, hazing, and other situations harmful to the school climate to any THS faculty or staff member immediately.

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

DISCIPLINE PROCEDURES AT TENNESSEE HIGH SCHOOL

Any student enrolled in the Bristol Tennessee City Schools who commits a Zero Tolerance Offense at any time on property under the control of Bristol Tennessee City Schools shall be suspended or expelled as defined in BOE policy. This rule applies during non-school days and non-school hours.

During In-School Suspensions, Out-of-School Suspensions, Expulsions, or Zero Tolerance placements students may not participate in extracurricular activities or attend any school-related activities on or off campus or be on any BTCS properties.

CATEGORY I

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

INFRACTION	DESCRIPTION	DISCIPLINARY ACTION
Cafeteria Violation	A student does not follow the rules of the cafeteria.	1st – Administrative Conference 2nd – Assigned Seat 3rd – Alternate Assignment Repeat offenses - ISS, OSS, detention, or remand to alternate program.
Cheating	Cheating is defined as (1) giving or receiving information, electronically (i.e., Canvas, OneNote, mobile devices) or otherwise, except by teacher permission; (2) copying another student’s assignment, such as a test, classwork, or homework; or (3) plagiarizing information.	Teacher will contact parent and appropriate action will be taken, which may include a grade of zero. Repeat offenses - ISS, OSS, detention, or remand to alternate program.
Classroom Disturbance	A student interferes with the education of others.	1st – Teacher intervention 2nd – Teacher intervention and parent contact 3rd – One (1) day ISS 4th – Two (2) days ISS Repeat offenses - ISS, OSS, detention, or remand to alternate program.
Dress Code Violation When a violation occurs, the administration will try to find suitable clothing from the school’s collection. If we do not have anything appropriate in our collection, students may call parents to bring clothing. If parents cannot be reached, students will be placed in ISS until the student meets dress code.	Violation of dress code policies (See “Dress Code” in district handbook).	1st – Administrative conference and clothing change 2nd – Parent contact and clothing change Repeat offenses - ISS, OSS, detention, or remand to alternate program.

<p>Forgery of Notes, Excuses, Phone Calls, or School Documents</p>	<p>Forging signatures or falsifying information.</p>	<p>1st – Teacher intervention 2nd – One (1) day ISS</p> <p>Repeat offenses - ISS, OSS, detention, or remand to alternate program.</p>
<p>Horseplay</p>	<p>Rough, boisterous, physical play which disrupts order and could cause injury.</p>	<p>1st – Teacher intervention 2nd – One (1) day ISS 3rd - Two (2) day ISS</p> <p>Repeat offenses - ISS, OSS, detention, or remand to alternate program.</p>
<p>ID Badges – students who refuse to wear their school-issued ID badge.</p> <p>All ID badges will be issued from the front office. A replacement fee of \$5.00 will be assessed to receive a replacement ID badge and \$2.50 for replacement lanyards. If students provide their own lanyard, it must be a breakaway lanyard.</p>	<p>To ensure the safety and structure of the school, students are required to wear and display their school-issued ID badge.</p>	<p>1st – Teacher intervention/ warning 2nd – Admin Conference and parent notification 3rd – One (1) day Lunch Detention 4th & On: ISS to be followed by progressive discipline for future incidents.</p>
<p>Improper Language or Profanity</p>	<p>Using improper, profane, vulgar language, or making vulgar, immoral gestures.</p>	<p>1st – Teacher intervention 2nd – One (1) day ISS 3rd – Two (2) days ISS</p> <p>Repeat offenses - ISS, OSS, detention, or remand to alternate program.</p>
<p>Interference with Normal School Operations</p>	<p>Interference with school operations during, before, or after school.</p>	<p>ISS, OSS, detention, or remand to alternate program.</p>
<p>Parking Lot Infractions</p>	<p>Any violation of parking lot rules.</p>	<p>Alternate Parking Space Assignment</p> <p>Repeat offenses - ISS, OSS, detention, or remand to alternate program.</p> <p>*Possible SRO involvement</p>

Public Display of Affection “PDA”	Display of affection between students other than hand holding.	Alternate Assignment Repeat offenses - ISS, OSS, detention, or remand to alternate program.
Refusing to Participate	Students' refusal to prepare assignments and/ or participate in class activities.	1st – Teacher intervention 2nd – Alternate Assignment Repeat offenses - ISS, OSS, detention, or remand to alternate program.
Tardy to Class *Habitually missing class to avoid the tardy policy will be considered skipping class.	A student is tardy to class if he/ she is not in his/her assigned area when the tardy bell sounds.	1 st – Teacher intervention 2 nd – Teacher intervention (w/ parent contact) 3 rd – Admin Conference 4 th – One (1) day Lunch Detention 5 th – Three (3) days Lunch Detention 6 th – Five (5) days Lunch Detention 7 th & Over – ISS, OSS, detention, or remand to alternate program.

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.

INFRACTION	DESCRIPTION	DISCIPLINARY ACTION
Aggressive Interference with Normal School Operations	Any conduct that causes the disruption, interference, or obstruction of any school activity either before, during, or after school.	Alternate Assignment, ISS, OSS, or remand to alternate program. Possible loss of privilege to attend future after school activities/ events. *Possible SRO involvement
Bus Violations	Breaking any of the rules for buses. All school rules apply while riding a bus.	Administrative conference, Alternate Assignment, and/ or ISS, OSS, and/ or loss of bus privileges. *Possible SRO involvement

<p>Electronic Devices</p> <p>*Refusal to follow assigned consequence will result in Gross Insubordination.</p>	<p>Use of cell phone or any other personal electronic devices during instructional time.</p>	<p><u>Cell phone</u> 1st Offense – Teacher may take device for the class period. 2nd Offense – Office Referral 3rd Offense – Office Referral</p> <p>Loss of cell phone privileges semester or year.</p>
<p>Gambling</p>	<p>Playing cards, dice, matching, etc., for any form of personal gain, or where students gain or suffer because of the play.</p>	<p>Alternate Assignment</p> <p>Repeat offenses - ISS, OSS, detention, or remand to alternate program.</p>
<p>Gang Affiliation</p> <p>Definition: Wearing, carrying, or displaying Gang paraphernalia (TCA-49-6-4215) or exhibiting behavior or gestures which symbolize gang membership or causing and/ or practicing in activities which intimidate or affect the attendance of another student.</p>	<p>Wearing, carrying, exhibiting, or displaying any item denoting any type of gang affiliation. (TCA 49-6-4215)</p>	<p>Alternate Assignment</p> <p>Repeat offenses - ISS, OSS, detention, or remand to alternate program.</p> <p>*SRO Involvement</p>
<p>Harassment/ Bullying/ Cyber bullying/ Sexual/ Racial (TCA 49-6-4502)</p>	<p>Verbal, written, or physical; includes hazing, initiation, intimidation, threatening, touching, or deprivation of another’s right to attend school.</p>	<p>1st – Two (2) days ISS* 2nd – Three (3) days ISS* Repeat offenses – OSS</p> <p>Sensitivity training with each infraction.</p> <p>*Possible SRO Involvement</p> <p>Administration must be informed to investigate and resolve.</p>
<p>Improper Language Directed Toward Another Student</p>	<p>Obscene, foul, slanderous, libelous, or abusive language directed toward student.</p>	<p>1st - One (1) day ISS 2nd – Two (2) days ISS 3rd – Three (3) days ISS</p> <p>Repeat offenses – OSS</p>

<p>Improper Language Directed Toward Staff</p>	<p>Obscene, foul, slanderous, libelous, or abusive language directed toward staff.</p>	<p>1st – OSS* Repeat offenses – OSS or remand to alternate program* *Possible SRO Involvement</p>
<p>Incendiaries/ Chemicals (Possession)</p> <p>Definition: Any device capable of exploding, possibly causing a fire or physical and/ or property damage.</p>	<p>Possessing or selling any incendiary device or chemical container (lighter, firecrackers, stink bombs, ammunition, etc.)</p>	<p>1st – One (1) day ISS 2nd – Two (2) days ISS 3rd – Three (3) days ISS Repeat offenses - OSS *Possible SRO Involvement</p>
<p>Inciting Wrongdoing</p>	<p>Encouraging, advising, counseling, recording, and/ or taking pictures of others to engage in any act that results in any infraction of school rules.</p>	<p>Same punishment as the one who commits the offense</p>
<p>Insubordination</p>	<p>Student's refusal to follow directives of teacher or staff.</p>	<p>1st – Teacher intervention with parent contact 2nd – Alternate Assignment Repeat offenses - ISS, OSS, detention, or remand to alternate program.</p>
<p>Laser Devices</p>	<p>Possession or use of any laser device at school or school-sponsored events.</p>	<p>1st – Administrative conference device confiscated. 2nd - ISS and device confiscated. Repeat offenses - ISS, OSS, detention, or remand to alternate program.</p>
<p>Lewd Conduct</p>	<p>Participation in vulgar or immoral actions. Possession of pornographic materials or inappropriate items of any type.</p>	<p>ISS, OSS, and/ or Alternative Program Placement *Possible SRO involvement</p>
<p>Medication Violation</p>	<p>Possession of personal prescription or non-prescription medication (See Health Issues)</p>	<p>Repeat offenses - ISS, OSS, detention, or remand to alternate program. *Possible SRO involvement</p>

<p>Skippping/ Leaving Class, Leaving Campus without permission</p>	<p>Not reporting to or returning to class/ leaving class without permission, leaving campus without permission</p>	<p>1st – One (1) day ISS 2nd – Two (2) days ISS 3rd – Three (3) days ISS</p> <p>Repeat offenses - ISS, OSS, detention, or remand to alternate program.</p>
<p>Technology/ Laptop/ Network Infractions</p>	<p>Inappropriate use of technology software, hardware, unauthorized downloading, or any other technology infraction that takes away from the learning environment or causes damage to the laptop.</p>	<p>ISS, OSS, and/ or Alternative Program Placement</p> <p>Laptop Confiscation, and/ or loss of technology privileges.</p>
<p>Theft/ Possession of Stolen Property</p> <p>Definition of Possession: Holding the product, having it concealed in clothing, in personal articles, on your person, or having the product in a school locker.</p>	<p>Taking or having in one's possession, stolen property, or taking and not paying for food in the cafeteria.</p> <p>Note: Lockers and locks are provided in the school and in PE locker rooms for students to secure their belongings. Students must lock their lockers to prevent theft.</p>	<p>ISS and/ or OSS* Repeat offenses – OSS*</p> <p>*SRO Involvement Possible Restitution</p>
<p>Threatening/ Intimidating</p> <p>Definition of Threat: A verbal or written communication of intent to do harm on another person or property. 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.</p>	<p>Verbal or physical implication of future harm (includes cyber bullying).</p>	<p>ISS, OSS, and/ or Alternative Program Placement</p> <p>*SRO Involvement</p>

<p>Tobacco/ Vaping</p> <p>Tobacco, vaping, and all associated products are considered the same as tobacco products. (TCA 39-17-1503)</p>	<p>Possession or use of tobacco products on school grounds, or while at school sponsored activities. Also includes lighters, matches, cigarette papers, electronic cigarettes, smokeless tobacco, vapes, e-liquids, etc.</p>	<p>1st – One (1) day OSS** and Three (3) days ISS 2nd – Two (2) days OSS** and Five (5) days ISS 3rd – Three (3) days OSS** and Ten (10) days ISS Repeat offenses - OSS**</p> <p>**Parent & SRO Involvement</p> <p>All materials will be confiscated and not returned.</p> <p>All materials may be tested for illegal substances, and findings may change discipline.</p> <p>Tobacco school is mandatory.</p>
<p>Trespassing</p> <p>Definition of Loiter: To hang around or linger in an aimless, non-school related capacity.</p>	<p>Being on school property during OSS or failure to leave an activity when asked.</p>	<p>Possible referral to law enforcement for trespassing*</p> <p>**Parent & SRO Involvement</p>
<p>Unauthorized taking of pictures and/ or videos</p> <p>Note: Consequences for recording or taking pictures of altercations (i.e., fights) may be the same for those recording an altercation as those involved in the altercation.</p>	<p>Using any type of device to record or upload a video or picture taken without consent and supervision of staff.</p>	<p>Alternate Assignment and/ or ISS, OSS</p> <p>**Parent & SRO Involvement</p>
<p>Vandalism (including all physical facilities, technology software, hardware, and infrastructure)</p>	<p>Willful, playful, or malicious damage to school property.</p>	<p>ISS or OSS* – Depending on severity – possible community service and/ or restitution.</p> <p>**Parent & SRO Involvement</p>

CATEGORY III

Offenses include acts which may endanger the health or safety of self or others. Also included are acts of violence to another 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 (short or long-term) and/or referral to the Discipline Hearing Authority, 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.

During In-School Suspensions, Out-of-School Suspensions, Expulsions, or Zero Tolerance placements students may not participate in extracurricular activities.

During In-School Suspensions, Out-of-School Suspensions, Expulsions, or Zero Tolerance placements students may not attend any school-related activities on or off campus or be on any BTCS properties.

Definition of Remand: *Assignment to the Alternate Program*

INFRACTION	DESCRIPTION	DISCIPLINARY ACTION
Arson	Willfully destroying school property or property of others.	Minimum Three (3) Days OSS **Possible Remand Alt. Program **Parent & SRO Involvement
Assault (physical student)	A 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.	Minimum Three (3) Days OSS **Possible Remand Alt. Program **Parent & SRO Involvement
Assault (verbal-student)	Strong abusive language directed at other students and/ or threatened violence toward students.	Minimum Three (3) Days OSS **Possible Remand Alt. Program **Parent & SRO Involvement
Assault (verbal-staff)	Strong abusive language and/ or threatened violence directed at staff.	Minimum Three (3) Days OSS **Possible Remand Alt. Program **Parent & SRO Involvement

Bomb Threat	Any written, oral, or implied threat.	Minimum Three (3) Days OSS **Possible Remand Alt. Program **Parent & SRO Involvement
Consistent Offender	A student who consistently violates school rules/ BTCS policies.	Minimum Three (3) Days OSS **Possible Remand Alt. Program **Parent & SRO Involvement
Consumption or under the Influence of Any Intoxicating or Dangerous/ Illegal Substance	A student who has consumed an intoxicating substance prior to arriving on campus or any school-sponsored event (includes alcohol, drugs, and/ or other). (TCA 49-6-4202)	Minimum Three (3) Days OSS **Possible Remand Alt. Program **Parent & SRO Involvement
Weapons/ Dangerous Instruments	Possession of a non- firearm weapon.	Minimum Three (3) Days OSS **Possible Remand Alt. Program **Parent & SRO Involvement
Detonation of an Incendiary Device	Activating any incendiary device or chemical container (lighter, firecrackers, stink bombs, etc.).	Minimum Three (3) Days OSS **Possible Remand Alt. Program **Parent & SRO Involvement
Electronic Threat	Online threat to others or to school.	Minimum Three (3) Days OSS **Possible Remand Alt. Program **Parent & SRO Involvement <i>**Could meet criteria for Zero Tolerance offense.</i>
Drug Paraphernalia	Possession, sale, or distribution of drug Paraphernalia. (TCA 49-6-4214 TCA 49-6-4202)	Minimum Three (3) Days OSS **Possible Remand Alt. Program **Parent & SRO Involvement

Extortion	Threatening another to gain an advantage of any kind.	Minimum Three (3) Days OSS **Possible Reman Alt. Program **Parent & SRO Involvement
Fighting	Punches exchanged between students. Depending on each individual circumstance, consideration may be given allowing students to defend themselves.	Minimum Three (3) Days OSS **Possible Reman Alt. Program **Parent & SRO Involvement
Gross Insubordination	Student's refusal to follow directives of administration.	Minimum Three (3) Days OSS **Possible Reman Alt. Program **Parent & SRO Involvement
Alcohol Possession	Having alcohol in one's possession on campus or any school sponsored activity or event	Minimum Three (3) Days OSS **Possible Reman Alt. Program **Parent & SRO Involvement
Indecent Exposure	Any willful display of inappropriate parts of the body or undergarments.	Minimum Three (3) Days OSS **Possible Reman Alt. Program **Parent & SRO Involvement
Reckless Endangerment	Items/ acts reasonably determined to be a threat to the safety or security of others. Items may be seized by school authorities.	Minimum Three (3) Days OSS **Possible Reman Alt. Program **Parent & SRO Involvement
Violent Acts	Violent behaviors posing possible danger to another.	Minimum Three (3) Days OSS **Possible Reman Alt. Program **Parent & SRO Involvement

CATEGORY IV

Definition of Expulsion: *Removal from attendance for more than ten (10) consecutive days. Multiple suspensions that occur consecutively shall constitute expulsion.*

Definition of Suspension: *Dismissed from attendance at school for any reason up to ten (10) consecutive days. Multiple suspensions shall not run consecutively, nor shall suspensions be applied to avoid expulsion from school.*

Definition of Controlled Substance: *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. Any level of THC or CBD will be considered a zero-tolerance offense.*

Any student enrolled in the Bristol Tennessee City Schools who commits a Zero tolerance offense shall result in suspension/ expulsion as defined in Policy 6.309. This rule applies during non-school days and non-school hours.

During In-School Suspensions, Out-of-School Suspensions, Expulsions, or Zero Tolerance placements students may not participate in extracurricular activities.

During In-School Suspensions, Out-of-School Suspensions, Expulsions, or Zero Tolerance placements students may not attend any school-related activities on or off campus or be on any BTCS properties.

INFRACTION	DESCRIPTION	DISCIPLINARY ACTION
Assault on School System Employee	Zero Tolerance Offense	Long-term Expulsion will be recommended. **One (1) year minimum **Parent & SRO Involvement
Aggravated Assault	Zero Tolerance Offense	Long-term Expulsion will be recommended. **One (1) year minimum **Parent & SRO Involvement
Drug Possession	Zero Tolerance Offense	Long-term Expulsion will be recommended. **One (1) year minimum **Parent & SRO Involvement
Firearms	Zero Tolerance Offense	Long-term Expulsion will be recommended. **One (1) year minimum **Parent and SRO involvement

EXAMS

Exams will be given in all subjects. End of Course (EOC) exams will count a percentage of the student's final grade for the following state required End of Course exams (TNReady): English I, II, Algebra 1, Geometry, Algebra 2, U.S. History, and Biology I. The weight of all other exams will continue to be a percentage of the final average.

Exam exemptions will be allowed for students who meet the following criteria:

- He/ she has no unexcused absences during a semester.
- He/ she has no more than ten total absences.
- He/ she has no more than **4** unexcused tardies/early withdrawals.
- He/ she is passing the class.
- He/ she has not received any OSS.
- The exam is not state mandated (i.e., End of Course Exams (EOC))

For additional information about TNReady, refer to www.btc.org or www.tn.gov/education.

GRADES/ REPORT CARDS

Grade Classification

Students shall be classified by grade according to the year they enter 9th grade. Students have four years plus a summer to be considered an on-time graduate.

Grade Point Average

Student final grade point averages for graduation will be based on eight terms and will be reflected on the final transcript. Final class standing will be determined by the numerical averages of the senior class.

Grades submitted by colleges or universities for dual-enrollment credit will be documented using these same procedures. Dual enrollment grades will be posted to transcripts after completion of the Tennessee High School term in which the course was taken. Exchange students will not be included in compiling academic honors. Students successfully completing Honors Classes will have three (3) points added to each nine-weeks' average and the semester exam.

Letter grades submitted by colleges or universities for dual-enrollment credit will be documented using the following procedure:

When numerical averages are available and coincide with the Tennessee Department of Education approved grading scale, the numerical grade issued by the college or university will be used in grade calculations. Dual enrollment grades will be posted to transcripts after completion of the Tennessee High School term or nine weeks in which the course was taken. Students who successfully complete a dual enrollment class will have an additional four (4) points added to their final course grade.

Dual Credit Courses

Dual Credit courses are high school courses which incorporate postsecondary learning objectives and are aligned with an approved dual credit challenge exam or an exam approved by a local postsecondary institution through an articulation agreement. Students who sit for the identified challenge exam will have four (4) points added to each nine weeks' average and the semester exam.

Industry Certification Aligned Courses

Students who sit for industry certification exams in Career and Technical education courses that are aligned to a capstone industry certification recognized by the Tennessee Department of Education will receive four (4) points added to each nine weeks' average and the semester exam.

Report Cards (Online) in Power School

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

Audits

An audit is the completion of a specific course within the parameters of instruction without the gaining of credit. An audit is a strategy to help a student who has been placed in a course that is beyond his/ her successful mastery. An audit can only be declared with the collaboration from student, parent, teacher, and an administrator. This process must be completed prior to the end of the first grading period of the term.

GRADUATION

School and Business Expectations of the Tennessee High School Graduate

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

Graduation Requirements

The high school diploma will be awarded to students who (1) earn the specified 28 units of credit, and (2) have satisfactory records of attendance and conduct. All students must take the ACT and the Civics Exam.

- An Individualized Education Plan (IEP) certificate will be awarded to students with disabilities who have:

- (1) satisfactorily completed an individualized education plan
- (2) successfully completed a portfolio, and
- (3) have satisfactory records of attendance and conduct
- All students are required to take a math class each school year. Students are required to achieve, by the time they graduate, at least the following: Algebra I, Algebra II, and Geometry or the equivalents plus one additional mathematics course beyond Algebra II. Students with qualifying disabilities in math as documented in the individualized education plan (IEP) shall be required to achieve at least Algebra I and Geometry.
- Students are required to achieve, by the time they graduate, at least Biology I and either Chemistry or Physics plus another laboratory science. Students with qualifying disabilities in reading and/or math as documented in the individualized education plan shall be required to achieve at least Biology I and two other lab science credits.

Graduation Ceremony

Students who have met all graduation requirements prior to graduation practice may choose to participate in graduation activities. Graduating students and their parents who choose to participate will be required to sign a graduation participation agreement. This agreement will outline the behaviors and expectations that are considered acceptable for participants in the ceremony.

Graduation caps cannot have any decorations. Only THS cords/ sashes/ medals will be allowed at graduation, which includes the following: Tennessee Scholars Cords, Graduate of Distinction Medals, Valedictorian Cords, NHS Stoll, BETA Tassels, and Viking U regalia. Students who successfully complete the high school graduation exercise can obtain their diplomas from the school counseling office on the Monday following graduation. We encourage all qualifying students to participate in all graduation activities.

Graduates of Highest Distinction

The Graduate of Highest Distinction honor will be awarded to those students who have excelled in the most rigorous curriculum Tennessee High School affords its students. To qualify, students must complete the course and the AP exam in a minimum of four Advanced Placement courses and maintain a cumulative numerical average of 95 or above throughout their high school career (calculated by adding all numerical grades received for final term grades, then dividing by the number of courses taken). Students must also achieve a score of 29 or higher on the ACT or 1280 or higher on the SAT. Beginning with the class of 2025, qualifying students must also score a 3 or higher on at least 2 (two) AP exams. Those scholars who achieve Graduate of Highest Distinction honors will be recognized as Tennessee High School's top academic students.

Graduates of State of TN Honors and/ or Distinction

Students may graduate with Honors and Distinction by meeting the following: Students who score at or above in all the subject area readiness benchmarks on the ACT or

equivalent score on the SAT will graduate with honors.

Students will be recognized as graduating with distinction by maintaining a “B” average and completing at least one of the following:

- earn a nationally recognized industry certification.
- participate in at least one of the Governor’s Schools
- participate in at least one of the state’s All State musical organization.
- be selected as a National Merit Finalist or Semi-Finalist
- attain a score of 31 or higher composite score on the ACT
- attain a score of 3 or higher on at least two advanced placement exams
- successfully complete the International Baccalaureate Diploma Program
- earn 12 or more semester hours of postsecondary credit recorded on transcript.

Industry 4.0 Diploma Distinction

The Industry 4.0 Diploma Distinction is a distinction that allows students to pursue a career in a high-need, high-skill industry while in high school, as outlined in T.C.A. 49-6-420 and State Board Pending Rules 0520-01-03-.06(31) on Graduation Requirements. The Industry 4.0 Diploma Distinction was developed for high school students who are interested in pursuing a career in a high-need, high-skill industry after graduation.

Students who earn the Industry 4.0 Diploma Distinction must complete at least nine dual enrollment or work-based learning (WBL) credits aligned to their career goals. They will receive monthly career coaching and counseling to better prepare them for the transition into the workforce. Additionally, they will have the option to substitute a WBL or dual enrollment credit, as approved by the State Board of Education, for one math credit and one science credit.

Work Ethic Distinction

The Work Ethic Diploma Distinction is a workforce readiness credential which provides students the opportunity to demonstrate key concepts which are important for success in both the workforce and post-secondary. When students earn this distinction, they are letting area employers know they put a focus on the 21st century skills and understand their role in getting hired and staying employed. Students who graduate with this distinction will be guaranteed an interview with partnering companies if they meet other qualifications.

The following companies and more recognize this distinction in Northeast Tennessee:

- The Robinette Company
- Spherion Staffing Services
- Ballad Health
- Mullican Flooring
- Alcoa Howmett
- TRW Automotive
- Meritor, Inc.
- WorkNow!, Inc.
- Old Dominion Freight Line
- @Work Personnel Services
- Express Employment
- Kelly Services, Inc.
- Cooper Standard Automotive
- Norris Homes

- Petoskey Plastics
- General Electric
- Lear Corporation
- Rich's Products Organization
- Team Technologies, Inc.
- Liseiga, Inc.
- Hutchinson
- Renold Jeffrey
- Iconex, LLC.
- Bodycote
- Original Footwear Co.
- Tuff Torq Corp.
- ColorTech, Inc.
- Baldor Electric Co.
- Kawasaki TN, Inc.
- International Paper
- Mahle Powertrain LLC
- JTEKT Automotive
- Arconic
- Ball Corporation
- SI Group, Inc.
- American Appliance Products, Inc.
- Worthington Industries
- Phoenix Closures, Inc.
- Eastern Plating, Inc.

To receive the Work Ethic Distinction a student **must earn a minimum of 32 points** and a regular high school diploma. Seniors who are interested must register at <https://tnworkethic.com/> (Links to an external site.)

1. **Attendance**
 - 1 pt: Student has no more than 5 absences from school during their senior year.
 - 2 pts: Student has no more than 3 absences from school during their senior year.
 - 3 pts: Student has no more than 1 absences from school during their senior year.
2. **Tardiness**
 - 1 pt: Student has no more than two unexcused tardies to school during their senior year.
 - 2 pts: Student has no unexcused tardies to school during their senior year.
3. **Discipline**
 - 1 pt: Student has no more than one discipline referral during their senior year.
 - 2 pts: Student has no discipline referrals during their senior year.
4. **Overall GPA**
 - 1 pt: Student has an overall GPA of 2.0 to 2.9.
 - 2 pts: Student has an overall GPA of 3.0 to 3.4.
 - 3 pts: Student has an overall GPA of 3.5 or above.
5. **Drug Free**
 - 5 pts: Student voluntarily presents written proof as being drug free.
6. **CTE Coursework**
 - (1 pt.) CTE Participant - Student has completed and earned credit in at least one CTE course by the end of the senior year.
 - (2 pts.) CTE Concentrator - Student has completed and earned credit in two high school CTE courses, in sequence, in a single CTE program of study by the end of the senior year.
 - (3 pts.) CTE Completer - Student has completed and earned credit in three or more high school CTE courses in a single CTE program of study by the end of the senior year.
7. **CTE Competition**
 - 1 pt: Student has competed in an approved regional level CTE competition during their senior year.
 - 2 pts: Student has competed in an approved state level CTE competition during their senior year.

- 3 pts: Student has competed in an approved national level CTE competition during their senior year.
8. **Community Service Standard**
- (1 pt.) Student has completed 10 hours of community service during the senior year.
 - (2 pt.) Student has completed 20 hours of community service during the senior year.
 - (3 pt.) Student has completed 30 hours of community service during the senior year.
9. **Post-Secondary Plan Standard**
- (2 pts.) Student is in good standing with TN Promise, including having applied to an accredited post-secondary institution OR student has enlisted in the military student has enrolled in a registered apprenticeship after high school graduation.
10. **Dual Enrollment/ Credit**
- 2 pts: Student has successfully completed a dual enrollment, dual credit, or Advanced Placement course and has been granted credit by any post-secondary institution during or before their senior year.
11. **Industry Certification**
- 2 pts: Student has received a national industry certification during or before their senior
12. **College and Career Assessment Standard**
- 2 pts: Student has achieved a Bronze Level National Career Readiness Certificate.
 - 4 pts: Student has achieved a Silver Level National Career Readiness Certificate.
 - 6 pts: Student has achieved a Gold or Platinum Level National Career Readiness Certificate.
13. **Work Experience Standard**
- (4 pts.) Student has participated in an internship OR approved career practicum/ work- based learning course OR has held a part time job during the senior year.

***** If you would like more information on the Work Ethic Diploma and need help getting signed-up for the program, please see your School Counselor or contact the Counseling Office at 652-9317. *****

Early graduation must have administrative approval and the student must show proof of enrollment in a postsecondary institution or a branch of the military.

Graduation Requirements

English	4 Credits	English I	Summer reading is required for all English classes.
		English II	
		English III	
		English IV	
Math	4 Credits	Algebra I	Students must take a math course every year.
		Geometry	
		Algebra II	
		One additional math credit beyond Algebra II	
Science	3 Credits	Biology	
		Chemistry or Physics	
		One (1) additional Lab Science	
Social Studies	3 Credits	World History or AP Human Geography	All students are required to take a Civics Test prior to graduation.
		US History	
		Government/ Economics	
Physical Education	2 Credits	Wellness	Two (2) semesters of JROTC or marching band may substitute for PE (not Wellness).
		PE/ Driver's Education	
Foreign Language	2 Credits	Two (2) years of the same language	
Fine Arts	1 Credit	Art, Choral Music, Theatre, Instrumental Music, Digital Art, or Web Design	
Personal Finance	0.5 Credit	Personal Finance	Will be completed individually online.
Program of Study	3 Credits	Focused Elective Program of Study	Choose from: AP, Fine Arts, Humanities, Math/ Science, CTE, or JROTC
Electives	6 Credits		
Total	28 Credits		

<u>Tennessee High School Graduates of Highest Distinction</u>	State of Tennessee Honors		<u>Tennessee Scholars</u>
	<u>Graduating with Honors</u>	<u>Graduating with “State Distinction”</u>	
<p>4 or more completed AP credits</p> <p>95 or above cumulative average (taken from final term grades)</p> <p>29 or above ACT composite</p> <p>or</p> <p>1280 or above SAT Composite</p> <p>3 or higher on at least 2 AP exams (beginning with the Class of 2025)</p>	<p>Score at or above all subject area readiness benchmarks on ACT</p> <p>Benchmarks are:</p> <p>Math – 22</p> <p>English – 18</p> <p>Reading – 22</p> <p>Science - 23</p>	<p>“B” average, and one of the following:</p> <ol style="list-style-type: none"> 1. Earn a nationally recognized industry certificate 2. Participate in at least one of the Governor’s Schools 3. Participate in one of the state’s All State musical organizations. 4. Be selected as a National Merit Finalist or Semi- Finalist 5. Attain a score of 31 or higher ACT composite score. 6. Attain a score of 3 or higher on at least 2 AP exams. 7. Successfully complete the International Baccalaureate Diploma Program 8. Earn 12 or more semester hours of postsecondary credit recorded on transcript. 	<p>All Tennessee minimum graduation requirements plus the following:</p> <p>2 Career Technical Education courses (Computer class may count as 1 CTE credit)</p> <p>- or -</p> <p>2 AP credits</p> <p>- or -</p> <p>2 Dual enrollment, Dual Credit, Joint enrollment, or online courses</p> <p>- or -</p> <p>Any combination of two above</p> <p>80 hours of Community Service</p> <p>"C" minimum in each TN/ VA Scholars Course (Courses may be retaken to meet this requirement.)</p> <p>95% attendance over the course of 4 years (No more than 36 total days)</p> <p>No Out-of-School Suspensions</p>

<u>Graduating with District “Distinction”</u>	State of Tennessee Honors		<u>Work Ethic Distinction</u> -
	<u>Tennessee Tri-Star Scholar</u>	<u>Seal of Biliteracy</u>	
<p>Overall GPA of 3.0 or higher</p> <p>Earned an industry certification in <u>student’s career interest area</u> or <u>regional recognized industry certification</u></p>	<p>Composite score of 19 or above on the ACT</p> <p>Earn a capstone industry certification as promoted by the Tn. Department of Education</p>	<p>Complete 1 or more languages in addition to English</p> <p>Complete all English requirements with an overall GPA of 3.0 or above in those classes.</p> <p>Score advanced, on-track, or mastered on each English EOC taken.</p> <p>Achieve a passing score on a nationally recognized foreign language proficiency assessment</p>	<p>See the Work Ethic description</p>

Tennessee Scholars Program

For a senior to be recognized as a Tennessee Scholar, the student must meet all the following requirements:

- Four (4) English courses
- Four (4) Mathematics courses (Algebra I, Geometry, Algebra II and one higher level course)
- Three (3) Lab Science courses (Biology 1 and Chemistry, 1 higher science [Physics preferred])
- Three (3) Social Studies courses (History, Government, and Economics)
- One (1) Fine Arts course
- Two (2) Foreign Language courses in the same language
- One (1) course in Personal Finance
- Must satisfy all Physical Education/ Health requirements.
- Any combination of two of the following or individually
- Two (2) Career Technical Education credits or Two (2) additional AP classes or Two (2) Dual Credit, Dual Enrollment, online classes
- Two (2) Additional International Baccalaureates

- 80 hours of community service
- Overall – C average
- 95% attendance each year
- No out-of-school suspensions
- Successful completion of all exit exams
- Approved dual credit and/ or online courses are acceptable.

HALL/ RESTROOM PASSES

Every student must have a pass to be in the halls during regular class time. Students should not be given passes during the first and last fifteen (15) minutes of each period. Any student found in the halls without a pass will be subject to administrative discipline.

HONORS COURSES

Honors courses are taught at a more rigorous academic level. Students completing honors courses will have three (3) points added to each nine weeks' average and the semester exam. Students enrolled in an AP course who opt out of taking the AP exam will receive credit for the corresponding honors course.

All English courses will have summer reading and assignments due upon return to school.

ID BADGES

To ensure the safety and structure of the school, students are required to wear and display their school-issued ID badge. All ID badges will be issued from the counseling office. A replacement fee of \$5.00 will be assessed to receive a replacement ID badge and \$2.50 for replacement lanyards. If students provide their own lanyard, it must be a breakaway lanyard.

LIBRARY MEDIA CENTER

The Library Media Center's (LMC) role is to broaden the educational experiences of users by linking them with materials, services, resources, and equipment in the most effective and efficient way possible. The LMC houses approximately 18,000 books, in addition to magazines, newspapers, eBooks, DVDs, and online databases, which are available for students to use while at school or home. We also offer free student printing for school-related assignments. Students may check out three, non-reference books at a time for 15 school days, as well as up to three DVDs for 3 school days. If books or DVDs are returned late, students must pay a fine of five cents for each day overdue with a maximum fine of \$2 per item. The LMC is open daily on scheduled school days from 6:55 am to 3:30 pm and provides a quiet place before and after

school for students to study, read, research, utilize Wi-Fi, print, and/ or makeup assignments. All students accessing electronic media must abide by the BTCS' *Acceptable Use Policy*, to which they agree each time they login to a computer.

LOCKERS

Locks and lockers are available to students during PE in Viking Hall. Lockers should always be locked when not in use. The school will not investigate items taken from an unlocked locker. Lockers and locks are provided in the school and in PE locker rooms for students to secure their belongings. Students must lock their lockers to prevent theft.

LOST AND FOUND

Items found on the campus and in the building, will be kept in the office for a reasonable amount of time. Students who find items should turn them in to the office. Students who have lost items should check in the office.

NINE-WEEKS TESTS

A mid-term (nine-weeks test) for all students will be administered at the end of the first nine-week period of each term. The weight of the nine-weeks test will be a percentage of the student's final grade during the current school year.

PROM

Attending the prom is a privilege and not a required activity of THS. Juniors and Seniors have the opportunity to purchase tickets and attend the prom. Freshmen and Sophomores can only attend the THS prom as a guest of a THS senior or junior student. Students must meet the requirements below to be eligible to attend the prom:

- Juniors and seniors are allowed to purchase a prom ticket.
- Freshmen and sophomores will be allowed to attend prom as a guest.
- Passing three out of four subjects for the semester
- Five or fewer unexcused absences for the school year
- No more than one day of out-of-school suspension (OSS) for the school year
- No more than three days of in-school suspensions (ISS) for the school year

RESTRICTED AREAS

Students are not to be in the following areas during the school day without proper authorization:

- Automobiles or other vehicles unless an administrator has issued an auto pass.
- All parking lots and roadways.
- All rooms set aside for staff only (restrooms, offices, etc.).

- Auditorium, Viking Hall, and CTE shop areas except for scheduled classes.
- Restrooms in Viking Hall are for classes in Viking Hall only.
- Any other unauthorized areas.

RESTROOMS

Restrooms are available on each floor for student use. Students are required to use the restroom closest to their assigned area.

- Restrooms in Viking Hall are for classes in Viking Hall only.
- Restrooms in the Mezzanine area are for classes in the Mezzanine area only.
- Students requiring the use of a restroom during lunch must have a pass and use the restrooms on the 2nd floor near the main stairwell.
- Students are not allowed to leave class to use the restrooms during the first 15 minutes of class and the last 15 minutes of class.
- Multiple students are not allowed in stalls together. When two or more students are in the same stall, discipline WILL be assigned.

SCHOOL PROPERTY

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities. School property is defined as buildings, buses, books, computers, equipment, records, instructional materials, or any other item under the jurisdiction of the board of education.

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

TEXTBOOKS

Textbooks issued to students are the property of the Bristol Tennessee Board of Education. Students are responsible for the care and safekeeping of these books and are to turn them in at the end of the course. Students will be charged for lost or damaged textbooks.

TRANSCRIPTS

All requests for transcripts should be made through the School Counseling Office. Please allow three (3) school days to process.

TRANSPORTATION

Automobiles

Any student is permitted to drive to school and to park in an authorized student parking space. Students are not to park in faculty spaces. Students who park any place on campus other than the student parking lots may have their vehicles towed at the owner's expense.

Senior and Southside Parking Privileges:

1. Complete a vehicle registration form.
2. Pay a fee of \$3.00.
3. Receive and display the appropriate parking decal.

General Parking Lot Rules:

- Students are not to loiter in parking lots or in cars. Students should enter the building immediately after parking their cars and exit the parking lots immediately after entering their vehicles.
- Difficulty in finding parking will not be a valid reason for being tardy.
- The school is not responsible for providing parking spaces for students or for any damage to vehicles parked on campus.
- Vehicles are subject to search.
- Students are not to drive in a reckless manner, speed, carry passengers outside the passenger compartment, etc. This may result in disciplinary action, including the loss of parking privileges.
- During school hours, the student parking lots are off-limits for all students except those with an authorized withdrawal from school or an auto pass from an administrator.
- **Speed limit on campus is 5 miles per hour.**

At Tennessee High, we produce
Students that exemplify.....

Vision,

Integrity,

Knowledge, and

Independence for the

Next

Generation, and who demonstrate

Personal

Responsibility

In

Daily

Effort.

*** **WARNING** *** – Viking Pride is highly contagious and will be contracted by parents, grandparents, brothers, sisters, teachers, and other community members.

The mission of Bristol Tennessee City Schools is to achieve college and career readiness through academic excellence.