Dear KCS Students and Families,

Welcome to the 2015 – 2016 school year!

The faculty and staff of our schools are committed to pursuing its vision of being “Student Focused … World Class.” Every effort will be made to provide an instructional program that includes best practices and is engaging for students. We will also strive to provide necessary support and enrichment to create an individualized program of learning that maximizes achievement.

This handbook has been prepared to be a guide regarding the practices governing our schools and the expectations for student behavior. It is important that both students and parents are informed about daily operations and practices necessary for an effective instructional program. Academic and extracurricular opportunities, routines, day-to-day events and activities, disciplinary rules and consequences of misbehavior, and special programs and services are included.

The primary purpose of providing this information is to ensure you have the best educational experience possible. You are encouraged to read this handbook and to keep it handy during the upcoming school year. Additional information, if needed, is available at your school office. If you have any questions, please consult your child’s classroom teacher and the building principal.

May you have a great year of learning!

Sincerely,

Lyle C. Ailshie
Dr. Lyle Ailshie
Superintendent of Schools
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Welcome Letter from Dr. Alishie

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SCHOOL CONTACT INFORMATION

Administrative Support Center:
Kingsport City Schools, 400 Clinchfield Street, Ste. 200, Kingsport, TN 37760
Phone: (423) 378.2100 Fax: (423) 378.2120
www.k12k.com

(1) High School: 9 - 12

Dobyns-Bennett High School
Principal: Dr. Chris Hampton
1800 Legion Drive, Kingsport, TN 37764
Phone: (423) 378.8400 Fax: (423) 378.8535

D-B EXCEL Program
Principal: Mrs. Shanna Hensley
520 Myrtle Street, Kingsport, TN 37760
Phone: (423) 378.2185 Fax: (423) 378.2187

(2) Middle Schools: 6 - 8

Ross N. Robinson
Principal: Mr. Brian Partin
1517 Jesssee Street, Kingsport, TN 37764
Phone: (423) 378.2200 Fax: (423) 378.2220

John Sevier
Principal: Dr. Holly Flora
1200 Wateree Street, Kingsport, TN 37760
Phone: (423) 378.2450 Fax: (423) 378.2430

(8) Elementary Schools: K - 5

John Adams
Principal: Dr. Stephanie Potter
2727 Edinburgh Channel Road, Kingsport, TN 37664
Phone: (423) 378.1400
Fax: (423) 378.1424
Andrew Jackson
Principal: Dr. Krissy Turner
600 Jackson Street, Kingsport, TN 37660
Phone: (423) 378.2250  Fax: (423) 378.2242

Thomas Jefferson
Principal: Mr. Mike Fulkerson
2216 Westmoreland Avenue, Kingsport, TN 37664
Phone: (423) 378.2270  Fax: (423) 378.2277

Andrew Johnson
Principal: Mr. Stacy Edwards
1001 Ormond Drive, Kingsport, TN 37664
Phone: (423) 378.2300  Fax: (423) 378.2310

John F. Kennedy
Principal: Mrs. Christy Free
1500 Woodland Avenue, Kingsport, TN 37665
Phone: (423) 857.2700  Fax: (423) 378.2340

Abraham Lincoln
Principal: Mrs. Shelia Newland
1000 Summer Street, Kingsport, TN 37664
Phone: (423) 378.2360  Fax: (423) 378.2375

Theodore Roosevelt
Principal: Mrs. Nikki Skeen
1051 Lake Street, Kingsport, TN 37660
Phone: (423) 857.2600  Fax: (423) 378.2395

George Washington
Principal: Mrs. Heather Wolf
1100 Bellingham Drive, Kingsport, TN 37660
Phone: (423) 378.2480  Fax: (423) 378.247

(1) Pre-K
Palmer Center
Principal: Dr. Brian Cinnamon
1609 Ft. Henry Drive, Kingsport, TN 37764
Phone: (423) 378.2160  Fax: (423) 378.2173
STATE CONTACT INFORMATION:

State law requires that parents be provided information on how to contact child advocacy groups and the Tennessee Department of Education for information on student rights and services. Below you will find the contact information for the Tennessee Department of Education and Child Advocacy Groups.

**Tennessee Department of Education**
710 James Robertson Parkway, Nashville, TN 37243
Phone: (615) 741.5158
Email: education.comments@tn.gov
www.tn.gov/education

**East Tennessee Regional Resource Center**
2763 Island Home Blvd., Knoxville, TN 37920
Phone: (865) 594.5691
Fax: (865) 594.8909
www.tn.gov/education/speced/

**Child Advocacy Group Contact Information**
Support and Training for Exceptional Parents (STEP)
712 Professional Plaza, Greeneville, TN 37745
Phone: (423) 639.2464
Email: Karen.harrison@tnstep.org

Children’s Advocacy Center of Sullivan County
150 Blountville Bypass, Blountville, TN 37617
Phone: (423) 279.1222
Email: info@cacsctn.org
www.cacsctn.org

Tennessee Voices for Children
901 E. Summit Hill Drive, 1st Floor, Knoxville, TN 37915
Phone: (865) 523.0701
Fax: (865) 523.0705
www.tnvoices.org
Mission Statement

The mission of Kingsport City Schools is to provide all students with a world-class and student-focused education that ensures college and career readiness.¹

Vision Statement

Student Focused ... World Class

Core Values

- Exemplary student learning
- Guaranteed and viable curriculum
- Collaborative professional learning communities
- Engaging families and the community
- Commitment to data-driven decisions for continuous improvement

Goals

1. KCS will deliver world-class curriculum and instruction.
2. KCS will provide committed and innovative educators.
3. KCS will furnish safe, appropriate, and well-maintained facilities that support teaching and learning.
4. KCS will ensure business operations effectively support teaching and learning.
5. KCS will engage families and the community.

¹ BOE Policy 1.700
Core Competencies

- KCS will promote and support exemplary leadership through the development of leadership programming and succession planning.
- KCS will utilize benchmarking and formative assessments for directing and planning next steps in the learning process.
- KCS will offer a rigorous curriculum and instruction plan that guides academics and reflects the system's philosophy and expectations.
- KCS will utilize instructional technology that enhances student engagement and achievement.
- KCS will provide differentiated and engaging instruction that individualizes instruction for the learner.
- KCS will recruit, hire, and retain highly competent educators.
- KCS will intentionally provide instructional support that enhances the learning process.
- KCS will provide embedded and engaging professional learning opportunities for all KCS employees.
- KCS will enhance planning and instruction through the employment of professional collaboration and PLCs.
- KCS will actively involve and engage its family and community partners.
- KCS will utilize processes that focus on data analysis for guiding instructional decisions.
- KCS will employ a performance improvement system model that supports and sustains the organization.

Key Practices

- We will plan for learning to occur.
- We will teach for understanding.
- We will assess our learners to determine next steps.
- We will incorporate problem-solving and innovation in teaching and learning.
- We will use internationally benchmarked standards to guide our assessments and teaching.
- We will sustain a collaborative culture with a focus on learning for all.
- We will engage our families and communities.
- We will recruit, retain, and develop highly competent educators.
- We will build leadership capacity within our educational community.

Guiding Questions

1. What do we want students to know?
2. How will we know when the students have learned it?
3. How will we respond when students do not learn?
4. How do we respond to students that have mastered the content?

Journey to World Class: KCS Strategic Plan

Interested in more about Kingsport City Schools? Download our Strategic Plan document at www.k12k.com, About Us tab, KCS Strategic Plan.
Statement of Assurance of Non-Discrimination

Kingsport City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program or activities and provides equal access to the Boy Scouts and other designated youth groups. Kingsport City Schools offers classes in many career and technical education program areas under its open admissions policy. Specifically, Kingsport City Schools offers admissions based on selective criteria in (such as meeting pre-requisite criteria; disciplinary background, etc.) through a separate application process that is nondiscriminatory. For more information about the application process and particular course offerings, contact the Dobyns-Bennett High School counseling office at (423) 378.8409. *[LEP only: Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs.]* The following people have been designated to handle inquiries regarding the nondiscrimination policies: Inquiries concerning the system's compliance with the regulations implementing Title VI, Title IX or the Americans with Disabilities Act (ADA) are directed to the Kingsport City Schools compliance officer for employees, Jennifer Guthrie at 400 Clinchfield Street, Suite 200, Kingsport, TN 37660, or by phone at (423) 378.2103, and for students Dr. Lamar Smith at 400 Clinchfield Street, Suite 200, Kingsport, TN 37660, or by phone at (423) 378.8598. Inquiries concerning Section 504 are directed to contact compliance officer Dr. Lamar Smith.
DISTRIBUTED COMMUNICATIONS
Kingsport City Schools understands the importance of communicating news and information to our students, families, faculty and staff. To ensure we are reaching our immediate stakeholders and the Kingsport community, we have several methods of communication:

- Notifications through our automated contact system, SchoolMessenger
- School system website, www.k12k.com
- Social Media channels: Facebook (Kingsport City Schools); Twitter (@KCS_District); YouTube (KPTSchools); Blog (WeAreKCS.com)
- Radio Station: WCSK 90.3 FM The Voice of Kingsport City Schools

EMERGENCY INFORMATION – SCHOOL SCHEDULE CHANGES
Kingsport City Schools has the highest concern for our students’ safety; we have developed a thorough emergency response plan covering most natural and other emergencies. Kingsport City Schools provides instant email alerts that you can request through our website. Visit www.k12k.com to register for this service. Parents play an essential role in keeping students safe during an emergency.

Parents should follow these guidelines to assist our staff in responding effectively to an emergency:

PREPARE FOR EARLY DISMISSALS
For some emergencies, like snowstorms, school officials will send students home early. You will receive notification through our automated contact system, the local media or on the school system website. If there has been an early dismissal and your child has not been picked up, your child’s school will attempt to contact you. Please make sure you provide your school’s office with up-to-date contact information so that we can easily reach you when necessary.

IF THERE IS NOT EARLY DISMISSAL, DO NOT PICK UP CHILDREN FROM SCHOOL OR AN AREA OF EMERGENCY
If schools are not being dismissed early but you learn of a school or area emergency, please avoid coming to the school to pick up your child. Traffic will block the way for emergency vehicles and your presence at the school building may delay assistance. Keep in mind that police will bar parents from school grounds in some emergencies. The safety of our students is paramount to us and we will reunite students and parents as soon as possible.
OBTAIN INFORMATION FROM OUR SCHOOL SYSTEM AND LOCAL MEDIA IN AN EMERGENCY
Kingsport City Schools will be in regular session unless an announcement is made through our automated school call-out system. You may also check the web site at www.k12k.com, social media channels or listen to our radio station, WCJS 90.3 FM, for an update on school closings. School closings will also be announced via social media and on local radio and television stations: WCYB-TV 5; WJHL-TV 11; WKPT-TV 19; WJRH-FM 98.5; WJCL-AM 910; WGOV-AM 1320; WQUT-FM 101.5; WKOS-FM 104.9; WRZK-FM 95.9; WXIS-FM 92.3 & 103.9; WEMB-AM 1420; WSBQ-FM 96.9; WAEZ-FM 94.9; WPJO-FM 99.3; WIKZ-FM 103.1; WCQR-FM 88.3 OR WMCH/WEYE-FM 104.3.

IN CASE OF A BOMB THREAT, TURN OFF CELL PHONES AND TWO-WAY RADIOS
If a school is being evacuated due to a bomb threat, parents and staff should refrain from using cell phones and two-way radios. Explosive devices can be detonated by the signals transmitted from cell phones and two-way radios.

CANCELLATION OF SCHOOL
The Board of Education and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. Schools will be in regular session unless an announcement is made. If you sign up for our automated notification system, you will be automatically notified by 6 a.m. If the schedule is changed, you will hear one of the following announcements beginning at 6 a.m.:

- Kingsport City Schools will be closed today.
- Kingsport City Schools will operate on a snow schedule. (Classes start one hour later than usual and dismiss at the regular time.)
- Kingsport City Schools will operate on a two-hour delay. (Classes start two hours later than usual and dismiss at the regular time.)
- Kingsport City School buses will operate on a snow route. (Bus drivers will have already instructed the students where to meet the bus if their street is not passable.)

The school system has the responsibility for deciding to open or close school. This means opening or not opening the buildings and having our employees report for duty. If parents believe that road or weather conditions are dangerous, they may keep their children home. Absences during these circumstances are EXCUSED and the students may make up the work missed.

NOTE: If Kingsport City Schools are closed or dismiss early due to inclement weather, afterschool programs are cancelled as well.

ENROLLMENT AND REGISTRATION
Students entering Kindergarten shall be five (5) years of age on or before August 15 for the 2015-16 school year and on or before August 15 for all school years thereafter. Kindergarten registration is held each spring and is conducted at Kingsport City Elementary Schools. Students to be enrolled in the first grade must have completed a state approved kindergarten program.

Out-of-state students, in-state public school transfer students, private-school transfer students, all Pre-K and entering kindergarten students will need the following in order to register:

- Copy of the child’s official certificate of birth (not a Mother’s copy)
- Tennessee School Immunization Certificate* (must be current);
- Documentation of health/physical examination administered within 366 days prior to date of enrollment
- Health Insurance Provider Information (for school clinic purposes)

TCA 49-6-201(b)(93)
Children will not be allowed to attend school without providing the documentation listed above. For students transferring within the Kingsport City system, the original immunization record and health examination forms remain in the cumulative record. All necessary records are forwarded to the receiving school.

The K-12 Enrollment Form can be found on www.k12k.com under the About KCS tab, Student Enrollment: Zoning/Tuition.

To schedule a tour of a Kingsport City School, contact the Administrative Support Center at (423) 378.2100.

NOTE: It is recommended that parent/guardian(s) supply one (1) set of extra clothing for Pre-K and Kindergarten students in case of an accident.

NOTE: Parents may request a copy of their child's school records at any time; however, all original documents are the property of the school system and must remain on file with the school.

PRE-K SCREENING
Screening for Pre-K students is done in the spring. The cutoff date for children turning four (4) years of age and entering Pre-K in the 2015-16 school year is August 15, 2015.¹

Students are selected for Pre-K according to income level and the results of the screening.

The following is required documentation parents/guardians should bring to a screening:

- Copy of the child’s official certificate of birth (not a Mother’s copy)
- Tennessee School Immunization Certificate* (must be current);
- Documentation of health/physical examination administered within 366 days prior to date of enrollment
- Health Insurance Provider Information (for school clinic purposes)
- Child’s Social Security number
- Proof of legal residency, Including a copy of mortgage statement, rental contract, billing from a public utility (water or electricity)
- Proof of income (Pre-K registration only)

For more information regarding Pre-K eligibility or screenings, call the Palmer Center at (423) 378.2160.

PRE-K REGISTRATION
Once the required Pre-K Screening process is complete, the school to which a Pre-K child has been assigned will notify parents that their child has been accepted into the program and will arrange a time for registration.

The following items are needed to complete registration:

- Copy of the child’s official certificate of birth (not a Mother’s copy)
- Tennessee School Immunization Certificate* (must be current);
- Documentation of health/physical examination administered within 366 days prior to date of enrollment

¹TCA 49-6-104(a)
• Health Insurance Provider Information (for school clinic purposes)
• Child’s Social Security number
• Proof of legal residency, Including a copy of mortgage statement, rental contract, billing from a public utility (water or electricity)
• Proof of income (Pre-K registration only)

Children will not be allowed to attend school without providing the documentation listed above.

KINDERGARTEN REGISTRATION
Students entering Kindergarten shall be five (5) years of age on or before August 15 for the 2015-16 school year. Kindergarten registration is held each spring and is conducted at all Kingsport City Elementary Schools.

The following items are needed to complete registration:

• Copy of the child’s official certificate of birth (not a Mother’s copy)
• Tennessee School Immunization Certificate* (must be current)
• Documentation of health/physical examination administered within 366 days prior to date of enrollment
• Health Insurance Provider Information (for school clinic purposes)
• Proof of legal residency, Including a copy of mortgage statement, rental contract, billing from a public utility (water or electricity)
• Child’s Social Security number

Children will not be allowed to attend school without providing the documentation listed above.

TUITION STATUS
Parents/Guardians of students who are not legal residents of the city of Kingsport must submit a tuition application to attend Kingsport City Schools.

ZONING EXCEPTION
Parents/Guardians, who would like to request their child attend a different city school outside the zone their student is zoned, must apply for a zoning exception. To learn which school your child is zoned for, please visit the Kingsport Street Directory at www.k12k.com. Take note, zoning requests may be denied based on academic, attendance and/or disciplinary records.

TUITION AND ZONING GENERAL INFORMATION
NOTE: Parents/Guardians must apply annually for their child’s tuition and zoning status, even if they attended a Kingsport City School during the preceding school year.

Each application for tuition and zoning consideration will be reviewed by taking into consideration applicable law and the impact on each school.

In addition, applications to enroll in or attend Kingsport City Schools on tuition or zoning request may be denied/revoked based on academic, attendance, and/or disciplinary records.

Kingsport City Schools Zoning Exception and Tuition Application can be found at www.k12k.com under the Parents tab, Student Enrollment. For further information please call the Student Services office at (423) 378.2138.

4 TCA 49-6-201(b)(93)
ENROLLMENT OF YOUTH OFFENDERS
When a student initially enrolls in a LEA (local education agency), resumes school attendance after suspension, expulsion or adjudication of delinquency or changes schools within the LEA, the parents or guardians of such student shall notify in writing the nature of the offense to the school principal. If such student has ever been adjudicated delinquent of an offense involving first degree murder, second degree murder, rape, aggravated assault or felony reckless endangerment, such information shall be shared only with employees of the school having responsibility for classroom instruction of the child. Information is otherwise confidential and shall not be shared by school personnel with any other person or agency except as may otherwise be required by law. This written notification shall not become a part of such child's student record.

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)
The Family Education Rights and Privacy Act (FERPA) gives parents of minor children and students over 18 years of age certain rights with respect to the student's educational records. Parents and eligible students have the right to:

- Inspect and review the student's educational records. Requests to review educational records should be made to the school office and will be addressed within 45 days.
- Request the amendment of the student's educational records if the parent/student feels the records are inaccurate, misleading or in violation of the student's privacy rights.
- Consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent.

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children’s education records, including directory information. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name, address, telephone listing, e-mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. Unless the parent or guardian notifies Kingsport City Schools within ten (10) calendar days after the first day of school (or the first day of enrollment), consent is implied for Kingsport City Schools to release directory information.

IMPLIED CONSENT includes the release of student directory information, as well as non-directory information including, but not limited to:

STUDENT WORK, FOR USE IN THE FOLLOWING WAYS:
- On the Kingsport City Schools website and/or social media channels
- The website/social media channels may include the student’s first name only. Personal information, such as home address, phone number, or names of family members, will not be used. Any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities will not be used.
- Schoolwork may include, but is not limited to, art, written papers, class projects, and computer projects.

MATERIALS PRINTED BY THE SCHOOL, BY THE KINGSPORT CITY SCHOOLS OR BY PUBLISHERS OUTSIDE KINGSPORT CITY SCHOOLS:
- Printed material may include a child’s full name.
- Printed material may include, but is not limited to, school directories, yearbooks, programs, brochures, newspaper articles, print advertisements, and electronic newsletters.

STUDENT FOCUSED ... WORLD CLASS
PHOTOGRAPHS AND VIDEO:

- Photographs and/or videos may be produced and broadcast for educational or informational purposes by Kingsport City Schools or produced and broadcast by news organizations upon approval from the Kingsport City Schools.
- Photographs and/or video images will be used in whole or in part, individually or in conjunction with other photographs or video images, in publications, presentations, websites, productions or in any other medium within the school system and/or the community at large, and will become the property of Kingsport City Schools.
- Student’s names will not be published along with photos and/or videos without prior consent from the student’s parent/guardian.

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC  20202-5901

FOREIGN EXCHANGE STUDENTS
Kingsport City Schools welcomes diversity in the student body, including the participation of international exchange students in school system activities. All international exchange students must comply with the following requirements:

- Participate through an agency endorsed by the Council on Standards for International Educational Travel
- Meet the Department of Homeland Security requirements for participation
- Provide health record documentation
- Host families must reside within Kingsport City Schools zoning area
- Host families are required to provide the school system with six (6) weeks advance notice that they intend to host a student who shall be attending KCS. Registration is required prior to class attendance.

Please contact Dobyns-Bennett High School at (423) 378.8400 for greater detail regarding international exchange student requirements and information regarding host families.

MISCELLANEOUS

FLOWERS/BALLOONS, ETC
Flowers, balloons and other large gift items delivered or brought to school are NOT permitted in classrooms. Schools may prohibit any of these items being in the building. They are to be held in the main office and picked up at the end of the day. Students will be notified to pick them up after school.

LOST AND FOUND
Personal items found around the school should be taken to the individual school's designated area. Students who have lost personal items should check there periodically to see if their missing items have been turned in. Parents are advised to label all articles of clothing, lunch boxes, backpacks, purses, etc., with the student's name. After a reasonable time, unclaimed items will be donated to charitable organizations.

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BOE Policy 6.502
PARENT CALL-IN AND/OR DELIVERY OF MESSAGES
We receive numerous requests daily to deliver messages to students. Delivering messages disturbs class and we must keep these interruptions to a minimum; therefore, messages to students from parents will be delivered prior to dismissal. Planning should be made before school. Messages should be in case of emergency only.

POSTING SIGNS AND ADVERTISING
All signs posted must be approved by school administration. This includes distribution of materials in the cafeteria, parking area or any other area on school property.

SALES
The school principal or high school activities committee will approve the sale of any product by individuals, school clubs or organizations.

MOVING OUT OF DISTRICT
It is a parent’s responsibility to notify KCS if the family has moved out of our school district. By law, a school district is allowed to demand restitution from a parent who has fraudulently enrolled a child in an out-of-district school using a false address. Any parent found guilty would be liable to the school district for restitution of the per pupil expenditure spent by the school district for each year of the fraudulent misrepresentation. The parent would also be liable to the school district for litigation costs and fees including attorney fees.

PARENTAL NOTIFICATION UNDER ELEMENTARY AND SECONDARY EDUCATION (ESEA) ACT
Information regarding ESEA can be accessed at www.ed.gov. One responsibility of schools is to help parents stay current on ESEA and to provide information especially as it pertains to certain areas. Information regarding the Kingsport City Schools Board of Education policies can be found at www.k12k.com or by requesting this information from an individual school or the Kingsport City Schools Administrative Support Center.

DISTRICT REPORT CARDS
District report cards are published annually and may be accessed online at www.state.tn.us/education/. They convey statewide academic assessment results, including system/school achievement on state assessments. Additionally, the district report card indicates whether each school is making adequate yearly progress.

ESEA WAIVER REQUESTS
If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the ESEA, it must provide notice and information about the waiver to the public in the manner in which it customarily provides public notice.

HIGHLY QUALIFIED TEACHERS
Parents may request the professional qualifications of their student’s classroom teachers. They have the right to inquire as to whether the teacher of each child has met state qualification & licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Information regarding a specific teacher’s qualifications is available at www.k12.state.tn.us/ctcertinf/search.asp Title I schools must notify parents of any child taught by a core academic teacher that is not “highly qualified” for more than twenty (20) consecutive instructional days.

HOMELESS CHILDREN
Under federal law, children and youth “lacking a fixed, regular and adequate nighttime residence” must have equal access to the same free appropriate public education provided to other students [McKinney-Vento, Section 725 (a) (2)]. This includes children whose families are temporarily living with others due to a loss of housing, economic hardship,
family breakup, etc. It also includes children living in shelters, motels, campgrounds, automobiles, and/or inadequate housing, as well as school-aged youth who have run away or who have been asked to leave home.

Kingsport City Schools will consider, with parental involvement, the best interest of a child or youth in transition in regard to whether the student should be enrolled in the school of origin (the school the student attended before becoming homeless) or the school for which the student is actually zoned based on the current living conditions. In the case of an unaccompanied youth, the Coordinator of Homeless Education Program can assist in determining the proper school in the absence of a parent or legal guardian.

Homeless children/youth have the right to enroll in school immediately even if they lack school and immunization records or other documentation generally required for enrollment. However, the children's immunizations should be up to date and noted on the TN Immunization Form within thirty (30) days from the time of enrollment. Parents should contact the Coordinator of Homeless Education Program immediately if they experience difficulty in completing this task.

Each child or youth in transition shall be provided services comparable to those offered to other students in the district. Examples include, but are not limited to: preschool programs, before- and after-school care programs, programs for students with limited English proficiency, school meals programs, vocational and technical education, tutoring or supplemental academic enrichment, counselor referral services and educational services for which the student meets eligibility criteria (i.e., educational programs for disadvantaged students, students with disabilities and gifted and talented students).

In the event that it is in the best interest of the student to attend the school of origin, transportation assistance to and from school shall be provided at the request of the parent/guardian or the homeless liaison on behalf of the unaccompanied youth.

Contact information for the Coordinator of Homeless Education Program is available on www.k12k.com or may be obtained by calling the Administrative Support Center at (423) 378.2100.

INSTRUCTIONAL ASSISTANT/PARAPROFESSIONAL QUALIFICATIONS
If your child attends a Title I school and is provided services by instructional assistants, you can request information concerning his/her qualifications.

LIMITED ENGLISH PROFICIENCY (LEP) PROGRAM
If your child is identified for participation in or is participating in an LEP program, you have the right to know:

- Why the child is placed in the program and the child's level of English proficiency?
- How that level was determined and the status of the child's academic achievement?
- Methods of instruction in the program in which your child is placed and those of other available programs.
- How the program will meet the educational needs of your child?
- How the program will help your child learn English and meet age-appropriate requirements for the program?
- In the case of a child with a disability, how the program meets the child's IEP objectives and information about parental rights?

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS
Districts, schools and students may voluntarily participate in the National Assessment of Educational Progress. Parents of children selected to participate in any NAEP assessment will be informed before the assessment is administered. Parents may request that their child be excused from participation for any reason. No student is required to finish an assessment or is required to answer any test question (K-8 schools only).
NCLB ACCOUNTABILITY
Tennessee requested and received a waiver from the NCLB AYP (adequate yearly progress). Under the waiver, Tennessee proposed to raise overall achievement by 3 to 5 percent each year and to cut achievement gaps in half over an eight (8) year period.

Tennessee’s approved waiver can be found at the Tennessee Department of Education’s website: www.tn.gov/education.

PARENT ENGAGEMENT
Under the Supervisor of Federal Programs, the school system shall provide the coordination and technical assistance to plan and implement the Title I Program according to the guidelines set forth by law. There will be at least one annual meeting for Title I schools and an additional meeting for the planning, review and improvement of Title I programs. Information regarding the school parent involvement policy and school parent compact will be available at the meetings.

SAFE AND DRUG-FREE SCHOOLS PROGRAM
Under the Tennessee State Board of Education’s Unsafe School Choice Policy, any public school student who is attending a persistently dangerous public school or becomes the victim of a violent crime while in or on the grounds of a public school that they attend, as defined under Tennessee Code Annotated 40-38-111(g), shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting the Student Services Office at (423) 378.2138.

The district must inform and involve parents of their violence and drug prevention efforts. Reasonable efforts must be made to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity.

SCHOOL-WIDE PROGRAMS
Kingsport City Schools has six (6) schools designated as Title I schools. Each of these schools consolidates federal and local funds to promote reform in the core instructional program. This includes high quality teaching and learning strategies for students in high-poverty schools so that these students can meet the state’s challenging content and performance standards. The schools involved are Jackson Elementary, Johnson Elementary, Kennedy Elementary, Lincoln Elementary, Roosevelt Elementary and Sevier Middle. These schools are eligible for School-Wide status.

WAIVER REQUEST
Kingsport City Schools has requested a waiver for one High School Librarian instead of two.

PARENT-TEACHER CONFERENCES
Conferences between teachers and parents are encouraged. They must be arranged by appointment. Teachers have the responsibility for student instruction during the school day and cannot stop for a conference unless it has been previously arranged. Please do not seek conferences at PTA/PTO/PTSA meetings. Call the main office, email the teacher or send a note to your student’s teacher to set up an appointment. Teacher email addresses are available on the school website.

Refer to your school’s website and/or calendar for predetermined parent-teacher conference dates.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)
The Protection of Pupil Rights Amendment (PPRA) also gives parents of minor children and students over 18 years of age certain rights. Parents have the right to review, upon request, any survey that concerns one or more of eight protected areas, any instructional materials used in connection with any survey that concerns one or more of the eight protected areas and instructional material used as part of the educational curriculum for the student. The eight protected areas are:
• Political affiliations or beliefs of the student or the student’s parent.
• Mental or psychological problems of the student or the student’s family.
• Sexual behavior or attitudes.
• Illegal, anti-social, self-incriminating or demeaning behavior.
• Critical appraisals of other individuals with whom respondents have close family relationships.
• Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
• Religious practices, affiliations or beliefs of the student or student’s parent.
• Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents also have the opportunity to remove their child from certain activities. A copy of the Kingsport City Schools’ complete policy that gives details and definitions and outlines procedures may be obtained through the principal at each school, in the office of the Superintendent of Schools or on the website www.k12k.com.

Some applicable activities include:

• The collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose.
• Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and/or not necessary to protect the immediate health and safety of the student or of other students.
• The administration of any survey containing one or more of the eight protected areas of information listed above and that is not funded in whole, or in part, by department funds.

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged violations by the school district to comply with the requirements of PPRA with:

Family Policy Compliance Office
U.S Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

PTA/PTO/PTSA
Parent-Teacher Associations, Parent-Teacher Organizations and Parent-Teacher-Student Associations are groups that seek to develop a close relationship between parents, students and schools so that parents, teachers and/or students may cooperate in the education process. A membership drive is held each fall. Meetings are usually held monthly.

REPORT CARDS
Please refer to your school’s website or calendar for report card distribution dates and instructions for accessing student grades electronically. All KCS schools have implemented a standardized grading report including a formal assessment each nine weeks and an interim progress report after the fourth week of each grading period. Report cards are distributed every nine weeks.

ELEMENTARY SCHOOL
Promotion Guidelines: Elementary students must pass all subjects to be assured promotion to the next grade level.

MIDDLE SCHOOL
Citizenship Grades: Middle school citizenship grades will be determined at the building level.
Promotion Guidelines: Middle school students must pass all subjects to be assured promotion to the next grade level.

**HIGH SCHOOL**
Each student will receive final grades at the end of each term. Only this grade becomes part of a student's permanent record. Prior to that, progress reports are distributed to students at the end of each nine-weeks grading period. Parents should ask for these reports from their students so that they may be aware of progress and problems. All credit at the high school level is earned on a term basis. Please refer to the high school Program of Studies for specific grade calculation and promotion information.

**SCHOOL INSURANCE**
Please note that, unless the school notifies you otherwise, schools do not carry any insurance on students. Insurance is a parental option.

**SPECIAL EDUCATION**
Services are available for students with certified disabilities. Referrals for special education services may be made by teachers or parents. For further information, contact the resource teacher, classroom teacher, school counselor, administrator or the Chief Student Services Officer at (423) 378.2169. Other helpful resources for parents are:

- State of Tennessee, Department of Education, Division of Special Education [tennesssee.gov/education/speced](http://tennesssee.gov/education/speced)
- East Tennessee Regional Resource Center, 2763 Island Home Blvd., Knoxville, TN 37920 Phone: (865) 594.5691

**STATEMENT OF ACCESSIBILITY**
Kingsport City Schools is committed to making activities accessible to persons with disabilities or special needs. If you anticipate a need for services, please notify the Kingsport City Schools at (423) 378.2100 one week prior to any Kingsport City Schools meeting or event.

**STUDENT ATHLETIC ELIGIBILITY**
All middle and high school athletes must meet the minimum requirements set forth by the TSSAA and TMSAA. Individual schools and coaches reserve the right to establish more stringent requirements for participation at their discretion (i.e. attendance, GPA, and behavior requirements, etc.).

**MIDDLE SCHOOL (TENNESSEE MIDDLE SCHOOL ATHLETIC ASSOCIATION)**
To be eligible to participate in middle school athletic contests during any school year:
- The student must be academically promoted to the next grade.
- Students who turn 15 on or before August 1st are not eligible for middle school participation.
- All student athletes are required to have physicals in order to participate.

**HIGH SCHOOL (TENNESSEE SECONDARY SCHOOL ATHLETIC ASSOCIATION)**
To be eligible to participate in high school athletic contests during any school year, a student must earn six (6) credits the preceding school year. All credits must be earned by the first day of the beginning of the school year. Academic eligibility for a student is based on the requirements of the school the student was attending at the conclusion of the previous school year. Students who are ineligible the first semester may gain eligibility second semester by passing three blocks (one credit per block) or the equivalent (total of three credits in the fall semester). Students will have eight (8) semesters of athletic eligibility beginning with ninth grade.

All prospective athletes must have a medical physical after May 1 to be eligible to participate in athletics. No student will be permitted to participate in practice sessions or in athletic contests until a pre-participation medical evaluation...
form has been received. The form must be signed by a doctor of medicine, osteopathic physician, physician assistant, or certified nurse practitioner and state that the student has passed a physical examination, not prior to May 1, and that in their opinion the student is physically fit to participate in interscholastic athletics.

No student shall be required to submit to a physical exam if his/her parent(s) or legal guardian file with the principal a signed, written statement (affirmed under the penalties of perjury) declining such physical examination on grounds of sincerely held beliefs or practices.

Students must enroll in three (3) classes per semester to remain eligible for participation. Students who will turn nineteen (19) years old before August 1 are not eligible for high school participation. Athletes interested in participating in collegiate athletics should register through the NCAA Clearinghouse not later than the fall semester of their senior year. Registration information can be obtained at www.ncaaclearinghouse.net.

HOME SCHOOL ELIGIBILITY
By state law, the Tennessee Secondary School Athletic Association (TSSAA) rule states that home school students are allowed to tryout and participate in extracurricular/athletic programs within Kingsport City Schools. No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunities shall be provided for members of both sexes. This permits home school students living in KCS attendance zones the opportunity to try-out.

STUDENT FEES

FEE WAIVERS
Fee waiver forms may be picked up in the school office or counseling office. For more information on eligible student fees and other information regarding fee waivers contact the school, access the Kingsport City Schools website at www.k12k.com, or contact the Student Services Office at (423) 378.2138.

FIELD TRIPS
All schools may incorporate field trips into their educational programs. An extended field trip is defined as being overnight and/or comprising at least two (2) and not more than five (5) school days and/or exceeding two hundred miles (roundtrip). The following regulations govern all field trips:

- Parent/guardian permission is required.
- The Board of Education will budget field trips requiring school funds.
- Students not attending field trips shall be offered a planned instructional program, approved by the principal, in lieu of the field experience.

Schools may plan field trips in addition to those budgeted by the Board if these trips are approved by school administration. Individual students’ participation in field trip activities is at the principal’s discretion. Academic, behavior/discipline, and school attendance issues may affect eligibility to participate in field trips.

FINANCIAL OBLIGATIONS
Tennessee law authorizes school systems to withhold diplomas, grades, and transcripts, as well as postpone the taking of final exams, if students have lost textbooks, uniforms, or equipment belonging to the school system or owe fines, extracurricular fees, or tuition, regardless of whether or not the student is on the free or reduced lunch program. It is vital that students be responsible for books and equipment issued to them by the school. Every effort will be made to retrieve lost items before charging fines or cost of replacement. In addition, students at Dobyns-Bennett High School or

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6 TCA § 49-6-3050(b)
7 BOE Policy 4.301
D-B EXCEL will not be allowed to purchase prom tickets or participate in graduation if financial obligations are not fulfilled.

TEXTBOOKS
All textbooks are assigned to students free of charge for their use during the school year and are to be kept clean and handled carefully. Students are responsible for lost or damaged textbooks and/or library books and will be required to pay for them. School records may be withheld until those payments are received. See Financial Obligations.

STUDENT GRADES, PROMOTION AND RETENTION

GRADING SYSTEM
The Board of Education believes that the issuance of grades serves to promote continuous evaluation of students' performance, to inform students and parents of students' progress and to provide a basis for bringing about changes in students' performance, if such changes are necessary.

Subject-area grades for grades 3-12 shall be expressed by the letters “A”, “B”, “C”, “D”, and “F”, with corresponding numerical values. This grading system shall be uniform throughout the school system for each grade. The grading system is as follows:

- A…93-100
- B…85-92
- C…75-84
- D…70-74
- F…Below 70

Conduct shall be marked as follows:
- O…Outstanding
- S…Satisfactory
- N…Needs Improvement
- U…Unsatisfactory

Please reference Policy 4.600 Grading System in the KCS Policy Manual for the following information:
- Weighting for Honors Courses and National Industry Certification
- Weighting for Advanced Placement and Dual Enrollment Courses
- Grades 9 – 12 Grading Scale and Lottery Scholarship
- State Approved Courses

PROMOTION AND RETENTION
Students shall progress in sequential order from grade to grade. The professional staff shall place students at the grade level best suited for them academically, socially and emotionally. Retentions may be made when, in the judgment of the teacher, such retentions are in the best interest of the students. Decisions to retain are subject to review and approval of the principal after consultation with the teacher. However, no student enrolled in the third grade shall be promoted unless the student has shown a basic understanding of curriculum and ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. This requirement shall not apply to students who are participating in a Board approved research-based intervention prior to the beginning of the next school year or to students who have IEPs pursuant to 20 U.S. C.§ 1400 et seq.
In order to enhance the opportunity for remediation, students with problems shall be identified as early as possible in the school year. Parents shall be notified when problems are identified and shall be informed periodically of remedial efforts and given progress reports.

Before a student is retained, the parents shall be informed in writing and shall have the opportunity to participate in a conference at least six (6) weeks before the end of the school year.

The following factors shall be considered in making a decision on promotion and retention12:

1. *Mastery of essential competencies.* Students shall have mastered essential skills sufficiently to ensure a likelihood of success at the next grade level.
2. *Special procedures for special students.* Students who have been identified as having special problems, including high risk students and others with special needs, shall be given special consideration. Placement of students with IEPs shall be determined by the IEP-Team.
3. *Flexible placement.* Use of conditional promotion, remedial summer programs, assignment to transitional classes, and other approaches to meeting the needs of students shall be given consideration.
4. *Attendance.* Attendance shall become a relevant factor only when excessive absenteeism becomes an educational problem.
5. *Conduct.* Retention shall not be used as a disciplinary measure.
6. *Previous retention.* Except under unusual circumstances, students shall not be retained more than once in the same grade.
7. *Grade level.* Retention shall be considered more appropriate in grades K-3.

Once the decision to retain has been made:

1. A report of each student retained shall be made to the superintendent of schools;
2. Documentation verifying student deficiencies shall be placed in the student’s record;

Educational approaches and techniques for the repeated year shall vary from the prior year in order to provide an appropriate instructional program. Variations may include, but are not limited to, the following:

1. Different teacher(s);
2. Different strategies;
3. Different materials; and/or
4. Varying lengths of time per subject and/or physical setting in classroom.

**CLASS RANKING**13

Class ranking for high school students is evaluated at the end of each semester. For recognition purposes, class ranking for seniors shall be calculated at the end of their seventh (7th) term (after the fall term of their senior year); however, class ranking will be recalculated at the end of their eighth term, for final transcript purposes.

Due to more rigorous coursework, students receive additional quality points for enrollment in Honors and Advanced Placement courses. With the addition of quality points, students have an opportunity to earn above a 4.0 for class ranking purposes.

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12 TRR/MS 0520-1-3-05(3)(b)
13 BOE Policy 4.602

STUDENT FOCUSED ... WORLD CLASS
STUDENT ID CARDS (HIGH SCHOOL ONLY)
High school students are provided with a school identification card at the beginning of the school year. Students are required to have their I.D. on their person at all times, including at school events. Students must have their I.D. to check-out materials in the library. If an I.D. is lost, the student must obtain a replacement. Payment for a replacement card must be made in the Activities Office.

STUDENT SURVEYS, ANALYSES & EVALUATIONS
Surveys for research purposes shall be allowed by the Board of Education when the project is viewed as contributing to greater understanding of the teaching-learning process, the project does not violate the goals of the Board and the disruption of the regular school program is minimal.

Parents have the right to inspect all instructional material that will be used for a survey, analysis or evaluation as part of the federal program. No student may, without parental consent, take part in a survey, analysis or evaluation that reveals personal or financial information. 14

The district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

SURVEILLANCE
Most of our buildings and buses are under continuous video surveillance. Video devices are used to monitor the school and the campus. While we do not disclose the specifics of our security systems, please understand that when you are on the campus, you may be under audio and/or video surveillance. These measures are for the safety and security of our students and staff.

TELEPHONES
The school phone is a business phone and is not to be used to make arrangements to go home with a friend, etc. The office phone is reserved for school business and emergencies and is limited to situations which warrant immediate attention. Please make all plans regarding lunch, transportation, etc. with your child before school begins so that telephone messages for students will be limited to emergency situations.

If you must speak with your student's teacher, please call the office and leave a message. Classroom teachers will return telephone calls to parents when they do not have immediate responsibility of students.

TESTING
Please refer to the Kingsport City Schools district website at www.k12k.com for current Assessment Calendars which are located under the Parents section. A hard copy can be made available upon request at your child's school.

TUTORING/ACADEMIC ASSISTANCE OPPORTUNITIES
Kingsport City Schools is committed to the success of our students. Our schools offer a wide variety of tutoring and academic assistance opportunities for students, including after-school programs at most sites. Referral to tutoring and academic assistance programs is provided as a service to our students to help them succeed and is not a disciplinary measure. Parents and/or students should contact their school office for more information.

VISITORS
Parents/guardians are encouraged to visit and work in partnership with our total school program. Parents must obtain approval from the main office before being permitted access to instructional areas. As a matter of convenience and courtesy, arrangements should also be made in advance with the teacher. All visitors should enter the building through the

14 BOE Policy 6.4001
front door, sign in at the main office and receive a visitor's pass. Students from other schools are not permitted without administrative approval.

**VOLUNTEERS**

The Board of Education endorses and encourages the use of volunteers in the schools. All volunteers must be approved by the principal or designee and shall serve under the supervision and direction of the professional personnel of the school to which they are assigned. Volunteers must sign a volunteer agreement annually and shall maintain the same confidentiality standards expected of school personnel. Volunteers shall not have access to confidential student records. The Board authorizes the superintendent/designee to establish procedures to protect the safety of students, employees and volunteers.
STUDENT SERVICES

CHILD ABUSE AND NEGLECT
State law requires that school system personnel be alert to any evidence of child abuse or neglect. Child abuse is defined as any physical or mental condition that is of such nature as to indicate that it has been caused by brutality, abuse or neglect. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect are required to report such harm immediately. Any reasonable suspicion of abuse must be reported to the Department of Children’s Services by calling (877) 237.0026 or online at https://apps.tn.gov/carat/ or https://www.tn.gov/youth/. The report shall include the following:

- Name, address and age of the child
- Name and address of the parents or persons having custody of the child
- Nature and extent of the abuse or neglect
- Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect

The person reporting is immune from liability and his/her identity remains confidential except when the court determines otherwise.

COUNSELING
Every school has at least one school counselor whose job is to give guidance, help or assistance. Counselors also assist students with their educational, personal, and social concerns. The Counseling Office staff counsels individuals/groups, consults with parents/teachers, distributes educational/occupational information, communicates with staff/community, prepares students’ schedules, maintains student records, manages the school testing program, and refers students/families to community agencies. In addition, staff members coordinate various programs, such as Career Carnival, Study Partners, Natural Helpers, Peer Mediation, Student/Parent Orientation, and Parent/Teacher conferences. When students have problems, concerns, or just want to talk to someone, teachers, counselors, and administrators are always ready to listen and to help.

SCHOOL HEALTH SERVICES
To promote health and wellness of our students and all school employees, KCS provides these guidelines for when students should or should not stay home from school:

CHICKEN POX
Children with uncomplicated chicken pox may return after he/she is fever-free for 24 hours without the use of fever controlling medications and after all blisters have dry, complete scabs. This is usually seven (7) days from the beginning of the breakout with the pox.
CHILDHOOD CONTAGIOUS DISEASE
Children should stay home from school (until advised by provider) if there is a suspicion of any childhood contagious disease such as measles, mumps, rubella or chicken pox.

COLD (UPPER RESPIRATORY ILLNESS)
With mild symptoms such as stuffy nose with clear drainage, sneezing, and mild cough your child may attend school if he or she is able to participate in school activities and fever-free for 24 hours without the use of fever controlling medications. The fever should be less than 101 degrees unless the child is less than six (6) months of age and the fever should be less than 100 degrees.

CONJUNCTIVITIS (PINK-EYE)
Students may return 24 hours after treatment is started and signs and symptoms of eye drainage are greatly reduced.

COUGH
You should keep your child home if cough is present with fever 101 degrees or more unless the child is less than six (6) months of age, then the fever should be less than 100 degrees. You should keep your child home if he/she has a cough with shortness of breath or if coupled with thick or constant nasal drainage.

DIARRHEA
You should keep your child home from school as long as diarrhea is present. If the child has been diagnosed by the provider with a non-infectious disease that causes diarrhea, the child may attend school.

EAR INFECTION
Your child may attend if there is no fever.

FEVER
The child should stay home if his/her temperature is 101 degrees or more unless the child is less than six (6) months of age, then the fever should be less than 100 degrees to attend school. Keep child home until fever-free for 24 hours without the use of fever controlling medications.

FEVER BLISTER
The child should stay home if mouth sore is present. The child should stay home until sore starts to heal producing scab.

FIFTH DISEASE
By the time the rash appears, children are no longer contagious and do not need to stay home. Keep students home until fever-free for 24 hours without the use of fever controlling medications.

HAND, FOOT AND MOUTH DISEASE
After child has been seen by provider and diagnosis obtained, child may return to school as long as hand hygiene measures are used.

HEAD LICE
Children may return to school after appropriate treatment and approval from school nurse.
IMPETIGO
Children may return to school 24 hours after treatment starts. Sores should be covered when the child returns to school.

RASH
Children may return to school after seen and diagnosed by provider. Provider will instruct when child may return to school.

RINGWORM
Children may return to school 24 hours after treatment begins. Areas should be covered when the child returns to school.

SCABIES
Children may return to school after treatment has been started.

STAPH
Children should be kept home from school until seen by provider and advised regarding appropriate treatment.

STREP THROAT
Children may return 24 hours after antibiotics have been started and when fever free for 24 hours without the use of fever controlling medications.

STYE
Children may return after treatment has been started. Warm compresses may be applied to the affected area. Practice good hand hygiene.

VOMITING
A child should be kept at home until vomiting has ceased and after he/she is fever-free for 24 hours without the use of fever controlling medications.

WHOOPING COUGH (PERTUSSIS)
Children should be kept at home until after treated and advised to return by provider.

If you have specific questions regarding your child, please contact the school nurse.

CLINIC AND MEDICATIONS
Kingsport City Schools provide access to a licensed and/or registered medical professional at every school. All medications, prescription, or over-the-counters are to be administered (or assistance given with self-administration) by designated school personnel. Students requiring exceptions (i.e. inhalers, insulin, epi-pens, etc.) are documented with the school nurse and follow KCS School Nursing Procedures. The schools provide parents/guardians with the forms and procedures to use when students require medication. Any questions regarding medication procedures should be directed to the school nurse or the appropriate school personnel.

All medical notes from a health care provider must be faxed or emailed to your child(ren)’s school clinic to ensure they are received in a timely manner. The school’s front office can provide the fax number.
HEALTH INFORMATION CARD
A Health Information Card is provided at the beginning of each school year to each student enrolled in Kingsport City Schools. The Health Information Card is an important tool in the communication between the parent/guardian and the school nurse regarding student health related issues.

The card also lists the over-the-counter medications provided by the school clinic and the conditions under which these medications are dispensed. In order for those medications to be dispensed to students, the Health Information card must be completed and returned to the school nurse.

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS
The Tennessee Department of Health Certificate of Immunization serves as verification that all immunizations are up-to-date and the child is eligible for school enrollment. This certificate also verifies that the child has a health examination documented.

The Tennessee Department of Health Certificate of Immunization may be completed by any health department office in Tennessee or your child’s healthcare provider. No child can attend school in Tennessee without this documentation per state law TCA 49-6- (5001-5005). Kingsport City Schools accepts physical examinations completed up to 366 days prior to the date of enrollment.

CHILDREN ENTERING PRE-K:
- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Hepatitis B (HBV)
- Poliomyelitis (IPV or OPV)
- Haemophilus influenza type B (Hib): age younger than 5 years only
- Pneumococcal conjugate vaccine (PCV): age younger than 5 years only
- Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)
- Varicella (1 dose or history of disease)
- Hepatitis A (1 dose by 18 months of age)

CHILDREN ENTERING KINDERGARTEN:
- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Hepatitis B (HBV)
- Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday now required
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Varicella (2 doses or history of disease)
- Hepatitis A (2 doses)

CHILDREN ENTERING 7TH GRADE (INCLUDING CURRENTLY ENROLLED STUDENTS):
- Tetanus-diphtheria-pertussis booster ("Tdap")
- Verification of immunity to varicella (2 doses or history of disease)

CHILDREN WHO ARE NEW ENROLLEES IN SCHOOL IN GRADES OTHER THAN K OR 7TH:
- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Hepatitis B (HBV): previously only for Kindergarten, 7th grade entry
- Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday now required
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Varicella (2 doses or history of disease): previously only one dose was required
CHILDREN WITH MEDICAL OR RELIGIOUS EXEMPTION TO REQUIREMENTS:
- **MEDICAL**: Healthcare provider must indicate which specific vaccines are medically exempted (because of risk of harm) on the new form. Other vaccines remain required.
- **RELIGIOUS**: Requires only a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. If documentation of a health examination is required, it must be noted by the healthcare provider on the immunization certificate. In that case, the provider may explain the absence of immunization information by checking that the parent has obtained a religious exemption.

MENINGOCOCCAL VACCINE
Meningococcal disease is a serious illness, caused by bacteria. Meningitis may cause mental retardation, loss of limbs or even death. State law (TCA 49-6-5005) requires school systems to inform parents/guardians of the risks of Meningitis and the wide availability of vaccines. The vaccine is recommended at age 11-12 and may be obtained at your physician’s office or the county health department.

Students will be excluded from school until proof of immunization or the appropriate exemption is received.

All children entering Kingsport City Schools will be required to have the Tennessee Department of Health Certificate of Immunization prior to enrollment. Pre-K, Kindergarten and 7th grade will be required to have new certificate prior to enrollment.

SCHOOL NUTRITION SERVICES
The mission of School Nutrition Services (SNS) is to provide high quality, nutritious meals that contribute to lifelong wellness. We strive to provide food that students like to eat at an affordable price, served in a clean, student-friendly environment by a professional staff.

The meal plan includes five food components. To avoid wasting food, a student may choose a minimum of three items and still qualify for the regular meal price – a fruit or vegetable serving must be one of the chosen meal items for the regular meal price. The items that make up the five food components of the school meal are:

- One item from the meat group
- One to two items from the vegetable group
- One to two items from the fruit group (high school students can select two fruit servings)
- One item from the bread group
- One item from the milk group

Students who choose to eat only three or four food components may omit one or two of any of the above items. Special Diets can be accommodated if the student has a chronic medical condition. A diet prescription from a recognized medical authority (physician or physician’s assistant) must be on file in both the principal’s office and the SNS manager’s office. Requests for special diets will be reviewed by the SNS Director.

FREE AND REDUCED MEAL BENEFITS
Meal benefits are available for eligible students. No application is required if you are receiving AFDC (Families First) or SNAP (Supplemental Nutrition Assistance Program) benefits on June 1 and are still eligible and enrolled in Kingsport City Schools as of August 1. Students who meet these requirements will be approved for meal benefits through direct certification and parents will receive written notification of meal benefits.
If you are not eligible for direct certification, you may apply for meal benefits:

- One application per family listing all students, children and adults in the household must be completed and signed by parent/guardian.
- Applications are available online at [http://www.k12k.com](http://www.k12k.com) (under School Nutrition Services), at all schools and at the Administrative Support Center.
- Applications are processed by School Nutrition Services.
- Parents will receive written notification of eligibility.
- Currently, students approved for reduced-price meals will receive breakfast and lunch free of charge.

All schools use a computerized system of accountability for meals served in order to:

- Eliminate the need for meal tickets.
- Online meal personal prepayment accounts are available for all students in the Kingsport City Schools system. When using MyPaymentsPlus, registered users can:
  o View the last 7 days transactions.
  o Pay online anytime by credit and debit cards or by electronic check. Deposits made online are usually reflected in the student’s account within 5 to 10 minutes of the transaction.
  o Sign up for automatic notification when the account reaches a user selected minimum balance.
  o Users can access the online meal payment option by visiting [www.mypaymentsplus.com](http://www.mypaymentsplus.com).

When paying by check:

- Make check payable to School Nutrition Services – (name of your school).
- Include the names and account number(s) of your student(s) on the check.
- A $20.00 service fee is charged for each check returned for insufficient funds.
- No additional checks will be accepted after two checks are returned.

**CHARGED MEALS**

- High School - There are no charged meals in the high school.
- Elementary and Middle School – There is no legal recognition of charged meals by federal auditors. However, since there are occasional instances of insufficient funds, students shall be allowed to charge a meal as defined in the Kingsport City Schools (KCS) administrative procedures. Parents/guardians are expected to reimburse KCS for charged meals.

**MEAL PRICES**

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OUTSIDE FOOD AND BEVERAGES
Please do not bring food or beverages to your child from any outside eating establishment.

Parents/guardians are invited during the school year to have lunch in the cafeteria with their children. All lunch visits must be pre-approved by the student's teacher or administration to ensure there is an accurate lunch count. Only parents/guardians are allowed for lunch visits; current identification must be shown upon arrival. Again, please do not bring outside food or beverages to your child.

TRANSPORTATION

BUS TRANSPORTATION
Student transportation is a privilege extended to students who qualify for transportation. Students who do not obey the rules governing student transportation may have their transportation privileges revoked by the school district.

Students are assigned to a specific bus and must ride the bus to which they are assigned. Students will be allowed off the bus only at school, home, and locations requested in writing by the parents (alternate drop-off locations must be a current stop on an already established route, approved by the Director of Transportation). Any request to ride a different bus (or any bus if you are normally ineligible for bus transportation) must be done using a bus pass that is approved by the parent/guardian and completed by school office personnel. The principal or his/her designee handles discipline problems relating to the buses. Video cameras with audio recording capability are utilized on Kingsport City School buses to record student activity and behavior.

Parents should have their child at the designated pick-up point and ready for boarding at least five minutes before the bus is scheduled to arrive. The driver is not required to wait at the bus stop for a student. If after five (5) consecutive school days a student isn’t at the assigned bus stop, the driver may omit this portion of their run until contacted by the parents and told that the child will be riding the bus again.

Occasionally, there may be a problem with the bus or it may be delayed. If this occurs and you have a question, please call the respective school or the Transportation Office at (423) 392.4416.

GENERAL SAFETY CONCERNS:
If a student does not know how to wear a seatbelt properly, it is their responsibility to ask the driver for assistance. Drivers should always ensure K-5 students have daily assistance with fastening their seatbelts properly.

STUDENTS MUST:
- Ask the driver or aide for assistance, when they have difficulty in securing their seatbelt.
- Walk ten (10) feet in front of, or to the side of, the bus when exiting to enable the driver to see them.
- Student should never try to retrieve items dropped underneath the bus without assistance from the bus driver.
- Never walk behind the bus.
- Watch for the driver’s or patrolman’s signal before crossing the road.
- Wait for the bus in an orderly manner and not approach the bus until it comes to a complete stop.
- Stay out of the roadway while at the bus stop.
- Inform the driver if there are any problems on the bus (bullying, assault, harassment, etc.)

INELIGIBLE RIDERS
Riders that are riding a bus but are normally ineligible to ride (i.e., they live within 1.5 miles of their assigned school, they are riding a bus that goes to an address other than their primary address) will be removed from all
bus transportation on the first student discipline report they receive. This decision will be made by the Supervisor of Transportation. If they are eligible to ride another bus to/from their residence, they will receive the proper level of discipline and will only be allowed to ride their normally assigned bus for the remainder of the school year.

**CATEGORY I OFFENSES:**
- Not wearing a seatbelt or not wearing a seatbelt properly
- Dishonest, disruptive, disobedient or disrespectful behavior (minor violations)
- Use of inappropriate language (not directed at another person)
- Not sharing seats with others
- Yelling and loud or distracting conversation
- Blocking the aisles with anything
- Boarding or departing the bus at a stop other than the assigned stop without a bus pass
- Possession of items prohibited at school (see Student Handbook for list of items)
- Projecting any body part out of the bus window
- Leaving trash or food on the bus
- Eating, chewing gum, or drinking
- Violation of the dress code
- Inappropriate public display of affection
- Other offenses as reported by the driver or principal

**CONSEQUENCES:**
Parental notification and one of the following:
- 1st Offense: Warning (a possible suspension depending on the severity of the infraction)
- 2nd Offense: 5-day bus suspension (K-5 = up to 5 days bus suspension)
- 3rd Offense: 10-day bus suspension (K-5 = up to 10 days bus suspension)
- 4th Offense: 30-day bus suspension (K-5 = up to 30 days bus suspension)
- 5th Offense: Remainder of the year bus suspension

**CATEGORY II OFFENSES:**
- Spitting while on the bus
- Throwing or shooting any object on the bus or out of the bus
- Riding the wrong bus, riding a bus without authorization or riding during a suspension
- Dishonesty – including: fraud, forgery, or impersonating another person
- Insubordination - not following a directive from a driver or aide
- Harassment – verbal or physical
- Disrespectful behavior towards another person
- Chronic disruptive behavior – participation in a disruption while on a bus
- Making threats to, or intimidating or bullying another person
- Possession of items prohibited at school (i.e., cell phone and/or electronic devices when used in an inappropriate or harassing manner)
- Extortion
- Stealing, or the receipt, sale, possession or distribution of stolen property
- Other offenses as reported by the driver or principal
CONSEQUENCES:
Parental notification and one of the following:

- 1st Offense: Warning (a possible suspension depending on the severity of the infraction)
- 2nd Offense: 10-day bus suspension (K-5 = up to 10 days bus suspension)
- 3rd Offense: 30-day bus suspension (K-5 = up to 30 days bus suspension)
- 4th Offense: Remainder of the semester bus suspension (K-5 = up to the remainder of the semester bus suspension)
- 5th Offense: Remainder of the year bus suspension

CATEGORY III OFFENSES:

- Use of inappropriate language – vulgar, profane or abusive language, racial slurs, etc., directed at another person
- Possession of items specifically prohibited on school buses, including animals, laser lights, hazardous chemicals or items that could be used as weapons, etc.
- Hitting, punching, kicking or assaulting another person
- Holding onto/or attempting to hold onto any portion of the exterior of the bus
- Misuse/destruction/vandalism of school or other's property
- Unauthorized entry or exit from an emergency door or window
- Possession, sale or use of items prohibited at school - including, but not limited to: lewd or vulgar materials, gang paraphernalia, alcohol, tobacco (including e-cigarettes/vapors)\(^\text{15}\), other drugs (including prescription medications), drug paraphernalia, weapons or facsimiles of prohibited items
- Harassment
- Fighting - assault and/or battery (both parties, unless one was attacked for no apparent reason)
- Indecent exposure
- Use of matches, lighters, poppers, or any flammable object, etc.
- Sexual misconduct or sexual harassment
- Inciting a disruption or any violent or other type interference with school bus operations
- Repeated violation of school bus rules
- Other offenses as reported by the driver or principal

CONSEQUENCES OF CATEGORY III OFFENSES:
Parental notification and one or more of the following:

- 30-day suspension
- Remainder of the semester bus suspension
- Remainder of the year bus suspension
- Contact with police - filing charges for illegal behavior

CATEGORY IV (ZERO-TOLERANCE) OFFENSES:

In order to ensure a safe and secure environment, the following offenses shall not be tolerated\(^\text{16}\): Mandatory, immediate suspension from the bus for the remainder of the school year, and/or for the student’s school career. The police will be notified and charges will be filed against any student that violates the law.

- Detonation of an incendiary or explosive material

\(^{15}\) BOE Policy 1.803
\(^{16}\) BOE Policy 6.309
• Possession of a firearm, weapon and/or dangerous instruments
• Unlawful possession of any drug or drug paraphernalia, including any controlled substance or legend drug
• Threat of battery and or aggravated assault upon a school employee including school resource officers
• Battery/aggravated assault upon a school employee including school resource officers
• Electronic Threats

NOTE: When a special needs student riding a regular education bus receives their second student discipline report, an IEP Team meeting should be scheduled along with a Behavior Intervention Plan. In addition, alternate transportation plans may be considered.

NOTE: On the fifth infraction, no matter the level of offense, the student will be removed from bus transportation for the remainder of the school year.

SUSPENSION FROM BUS TRANSPORTATION
A suspension applies to all buses unless otherwise designated by the Director of Transportation. A suspension from the bus does not mean the student is suspended from school. Instead, the parent/guardian will be responsible for transporting the student to and from school.

Students who violate the bus code and aren’t eligible (or are eligible and don’t ride the bus) for daily bus transportation, but ride the bus on field trips or during after school activities, will receive commensurate in-school discipline.

LAST TWO WEEKS OF SCHOOL
Bus discipline administered during the last two weeks of school will carry over to the next school year.

VANDALISM AND/OR BUS DAMAGE
Students damaging or tampering with buses will be responsible for the damages and/or the time taken by Fleet Maintenance to restore the bus to its original condition. The student will lose their riding privileges through the administered suspension and until full restitution it made. The school district may also pursue other available options. Parents should make restitution for damages by writing a check (made out to the “City of Kingsport”) and giving it to their child’s principal. They will forward this payment to the Chief Finance Officer.

CRIMINAL CONDUCT
In cases involving criminal conduct (i.e., assault, weapons, possession of illegal items or vandalism) the superintendent, principal, and local law enforcement officials will be informed.

NOTE: Bus drivers will complete a student disciplinary report for any illegal or improper act committed by students outside the confines of the school bus, whether they witness the act or it is brought to their attention by a student. This would include fighting or smoking at the bus stop, assaults witnessed by other students, etc. The action taken by the school may or may not affect continued transportation for the alleged violator(s).

APPEAL PROCEDURES
Students and/or parents of students who wish to appeal bus discipline may submit a request to the school principal to schedule an appeal meeting with the driver and/or the Supervisor of Transportation.
AUTOMOBILES AND STUDENT PARKING (HIGH SCHOOL ONLY)
Student parking permits will be offered on a first-come/first-served basis. Priority will be given to seniors and juniors, respectively. The student parking permit form must be completed with the parent and student signatures, student class schedule, and a valid driver’s license. In addition, ALL license plate numbers are required to obtain a parking permit. Permits may be purchased in the Dobyns-Bennett Activities Office. ALL students who park a motor vehicle on the school campus must display the current hanging-tag permit. The tag must be hung from the inside rear view mirror, facing the front of the vehicle. Students who fail to display the tag will receive a referral (Written Warning). After the second warning, parking on school campus may be revoked for two weeks.

The safe operation of vehicles is required. Vehicles must not travel in excess of ten (10) miles per hour in the parking lot. Seat belts are required for drivers and all passengers. The school system is not responsible for damage to or theft from vehicles. Students are cautioned NOT to leave valuables in their vehicles. Parked vehicles should be left with windows closed and doors locked. Student vehicles are subject to search if there is reasonable suspicion to believe that drugs, alcohol, stolen property, weapons (includes, but is not limited to firearms and knives), or other contraband is present in the vehicle. Disabled vehicles may not be left on campus overnight. If necessary, towing should be arranged by the student and/or parent.

Only one tag will be issued per student. Students may register up to two of their family vehicles. The tag may be moved from one registered vehicle to another, but may NOT be sold or loaned to another student for his or her use. The penalty for doing so is revocation of parking privileges. Inform the activities office immediately of any changes in vehicle or license plate. Lost parking tags will be replaced for a fee. Report lost tags to the activities office.

Loitering in the parking lot is prohibited. Students should lock their cars and leave the parking lot immediately upon arriving to school. Students need written permission from an administrator or the Student Resource Officer (SRO) to be in the student parking lots during school hours.

Handicapped parking is available for students. Students will not be issued a parking permit if they have unmet obligations. Student parking is limited to the following parking lots:

- Maroon lot: In front of D-B excluding reserved and visitor spaces
- White lot: D-B side of the civic auditorium parking lot excluding reserved spaces
- Gray lot: Behind the dome, between the band field and Stadium Court and the lot adjacent to Eastman Road

STUDENT PARKING IS NOT ALLOWED during the school day (7 a.m. – 2:55 p.m.) in the following areas:

- Career and technical parking lot
- Field house – Indian Court parking spaces
- Bus loading zones
- Faculty and visitor spaces
- Loading zones/No parking zones and FIRE lanes
- Sidewalks or lawns

Students are expected to park their cars according to the regulations outlined. State and City citations take precedence over DBHS consequences. Examples of DBHS consequences may include:

- Revocation of parking permit
- Towing at owner’s expense if an unauthorized car is in a prohibited parking area.
- Towing at owner’s expense if the parked vehicle obstructs traffic or endangers property
- Use of stolen, forged, or altered parking passes will result in disciplinary action
- Parking a vehicle on school property is a privilege, not a right. Please review all parking regulations with your parents and contact the school if you have further questions.
STUDENT CONDUCT

ATTENDANCE

ELEMENTARY, MIDDLE AND HIGH SCHOOL
We believe good school attendance is imperative to a child's success in school.

DEFINITIONS:
- **TRUANCY** - An absence for the entire day, a major portion of the day, or the major portion of any class activity during the school day, for which the student is scheduled (without an excuse).
- **EARLY DISMISSAL** - Missing a portion of the school day or portion of any class or activity during the school day for which the student is scheduled. A student must attend 3 hours and 16 minutes to be counted present for the day.
- **TARDINESS** - Late arrival to school.
- **ABBREVIATED DAY** - Dismissal time for abbreviated days is 11:40 a.m. (middle and high school) and 12:15 p.m. (elementary school). Refer to the school calendar at [www.k12k.com](http://www.k12k.com) for a listing of abbreviated days.

ARRIVAL TO SCHOOL
Students are to remain on campus upon arrival. Start and end times are as follows:
- Pre-K: 8:30 a.m. – 2 p.m.
- Elementary Schools: 8:15 a.m. – 3:15 p.m.
- Middle Schools: 7:45 a.m. – 2:45 p.m.
- High School: 7:45 a.m. – 2:45 p.m. (Block) or 7:30 a.m. – 3 p.m. (Singleton)

LATE ARRIVAL TO SCHOOL
Students who arrive to class after the tardy bell rings must obtain a tardy form from the office before going to the classroom. Being tardy for school can become a habit and must be avoided. Students who leave early or miss a portion of the school day will be recorded as early dismissal.

All tardiness or early dismissals are considered unexcused unless documented with a note from a medical provider or approved by the appropriate school administrator.
- All medical notes from a health care provider must be faxed or emailed to your child(ren)'s school clinic to ensure they are received in a timely manner. The school's front office can provide the fax number.
- The principal is responsible for classifying student absences as excused or unexcused. While this duty may routinely be delegated to others, the principal has the final determination.

**EARLY DISMISSAL OR LEAVING SCHOOL**

No child will be permitted to leave the school premises during the day without the written permission of the parent or guardian and/or in the custody of said person. Under no circumstances will a child be released to unidentified or unauthorized persons. Please do not depend on telephone calls to have children dismissed. Positive identification cannot be made by phone. The student must be signed out in the school office.

*Students living at home, and who are at least 18 years of age, must have a parent/guardian call the office in order to check them out of school if written permission has not been provided.*

**ABSENCES**

Students will be allowed to submit eight (8) parental excuses per year (4 per semester at the High School Level). All documentation regarding absences, whether a parent or medical excuse, it must be submitted upon the student’s return to school.

- All medical notes from a health care provider must be faxed to your child(ren)'s school clinic to ensure they are received in a timely manner. The school’s front office can provide the fax number.
- The principal is responsible for classifying student absences as excused or unexcused. While this duty may routinely be delegated to others, the principal has the final determination.
- Students who have more than nine (9) unexcused absences to any one class will not be permitted to participate in Prom or Graduation. They may also be eliminated from participating in certain field trips or extracurricular events.

**PARTIAL ABSENCES, TARDINESS AND EARLY DISMISSALS**

Any student who accumulates more than 35 hours absent unexcused due to signing in late or leaving early will be referred for Truancy to the Coordinator of Attendance. These students will be considered to be in violation of the Attendance Law and may face all potential sanctions listed in the handbook.

**EXCEPTIONS AND/OR SPECIAL SITUATIONS**

Students who miss classes to participate in school functions/field trips approved by the principal or Superintendent of Schools will be recorded as “field trip”. Activities considered school functions must be school-planned, school-directed and teacher-supervised. Students receiving homebound services are exempt from the provisions of this policy for the duration of the placement.

**COLLEGE VISIT DAYS**

High school juniors and seniors may choose to miss two days per year in order to visit college campuses. College visits to Northeast State Technical Community College, Kingsport Center for Higher Education or the Regional Center for Advanced Manufacturing will be excused in ½ day increments unless otherwise noted on the admit slip issued by the higher education facility.

These absences count toward the total number of absences in any one term. Students are strongly encouraged to utilize fall and spring breaks for college visits.
MAKE-UP WORK
Work missed during an absence, whether excused or unexcused, may be made up in a timely manner and within a time frame established by the teacher. Teachers will operate within guidelines set by the principal. The guidelines for make-up work, established by the principal, may vary depending on the type of absence.

ELEMENTARY SCHOOL
When a student is absent from school and make-up work is desired, requests should be made to the school secretary by 8:15 a.m. The assignments should be picked up at the school office between 3:15 p.m. and 4 p.m. on the same day. Graded work will be made up after the student returns to school.

MIDDLE SCHOOL
The counseling office will accept requests to gather homework/assignments for absent students. Please follow these guidelines:
- Only ask for homework/assignments if the student will be absent for two or more days.
- Phone in your request before 9 a.m. and wait until 2:45 p.m. to pick up.

Bring your child’s locker number and combination so that you will be able to retrieve books and other materials.

HIGH SCHOOL
Students are responsible for arranging make-up work with teachers. All make-up work from a grading period must be made up within one week of the end of that grading period. Additional time for extenuating medical issues can be arranged with the individual teacher.

Please contact the counseling office if the student will miss three or more excused days of school in a row. It typically takes a day to coordinate the collection of assignments from 4-6 different high school teachers.

E-mail addresses for teachers may be accessed via the school website www.k12k.com.

COMMUNICATIONS
It is the responsibility of the parent/guardian to notify the school by 9 a.m. when a student is absent and provide the school with an explanation for the absence. This will be used by the principal in determining whether or not the absence is excused. Parents can notify the school regarding their child’s absence using one of the following methods: e-mail the attendance contact person; call; OR send a written excuse.

State law [TCA 49-6-3007(e)(2)] requires that the school send a letter to the parent/guardian after five (5) days of absence without an adequate excuse. After five (5) days of unexcused absence, the Coordinator of Attendance will determine if action should be taken against the parent or guardian of the student. In some instances, charges against the student will be pursued if the student is responsible for the truant behavior. (Please see Legal Sanctions above.)

The Coordinator of Attendance will be informed of all attendance referrals needing attention. At the time of referral, the Coordinator will make a determination as to what action will be taken. Possible actions are listed below.

POSSIBLE CONSEQUENCES AND/OR LEGAL SANCTIONS
- Student and/or parent must attend a conference with the Coordinator of Attendance
- Referral to the Truancy Intervention Program for Attendance Monitoring
- Referral for in-home services or counseling
Referral to the Family Crisis Intervention Program or in cases of educational neglect, a referral will be made to Child Protective Services

A petition can be filed against middle and high school students for truancy. This will result in the student and parent having to appear in the Sullivan County Juvenile Court. As a result, students may be placed on probation, placed in a residential setting or removed from the parent’s custody and placed in foster care. Parents will be made a party to the case and may be required to complete a parenting program. In addition, parents may be fined $50 for every unexcused absence.

A petition can be filed in Juvenile Court against the parents for dependency and neglect based on excessive unexcused absences. The use of this petition is determined on a case by case basis.

Parents may be charged with Educational Neglect in the General Sessions Court which is a class C misdemeanor. Each unexcused absence constitutes a separate offense and could carry up to 30 days in jail.

Students who are 15 years of age and older can have their driver's license or the privilege to apply for a license suspended if they accumulate an excessive amount of unexcused absences. This includes out of school suspension days.

ADMINISTRATION
The principal is responsible for administering this policy at his/her school. The Coordinator of Attendance will provide assistance as needed. Assistance from community agencies will be requested as needed. The Coordinator of Attendance is responsible for the overall administration of this policy and for maintaining attendance records required by the State.

APPEALS
Any student or parent/guardian may appeal the attendance decision or action of a principal to the Superintendent of Schools. Any student or parent/guardian may appeal a decision of the Superintendent of Schools to the Board of Education. The appeal and reason for it shall be in writing. The Board shall consider the appeal at its next regular or called meeting after giving due notice to the appellant.

HIGH SCHOOL ATTENDANCE PROCEDURES ONLY:

ARRIVAL TO SCHOOL
High school students should not be on campus prior to 7 a.m. Students can be in the following parts of the campus between 7 a.m. and 7:30 a.m.: Cafeteria, Library, Math Pod, Science Pod, Social Studies Pod and English Pod. Students are not to be in any other part of the building prior to 7:30 a.m. Students are to remain on campus upon arrival.

LATE ARRIVAL TO SCHOOL
All high school students arriving late to school must sign-in through the main office. A student must sign-in even if they arrive during class change or lunches. Students arriving more than ten (10) minutes late for class will not be admitted without an admit slip from the front office.

All tardiness or early dismissals are considered unexcused unless documented with a note from a medical provider or approved by the appropriate school administrator.

- All medical notes from a health care provider must be faxed or emailed to your child(ren)'s school clinic to ensure they are received in a timely manner. The school’s front office can provide the fax number.
- The principal is responsible for classifying student absences as excused or unexcused. While this duty may routinely be delegated to others, the principal has the final determination.

STUDENT FOCUSED ... WORLD CLASS
EARLY DISMISSAL FROM SCHOOL
Any high school student who has to leave campus must have a note from a parent/guardian stating the reason for dismissal and where the parent can be contacted. The school will make every attempt to verify notes requesting early dismissal or late arrival. Students must bring their note to the office before the beginning of the school day. Doing so ensures ample time for the staff to verify the request. Please do not depend on telephone calls to have students dismissed. *

Upon verification, the student will be issued an “early dismissal form” which will release the student from class at the assigned time. At that point they may sign out immediately through the office and depart. When a student reports to sign out without an “early dismissal form” a delay will occur while the staff takes steps to verify the request. All students leaving school must sign out in the front office. Failure to follow these procedures will result in appropriate disciplinary action.

*Students living at home, and who are at least 18 years of age, must have a parent/guardian call the office in order to check them out of school if written permission has not been provided.

LATE PICK-UP AND/OR LOITERING
There is to be no loitering in the high school parking lots, the activities lobby, ramps or the dome before or after school. Students on campus after 3:15 p.m. must be under the direct supervision of a teacher, coach or administrator.

PERFECT ATTENDANCE
Perfect Attendance means no time missed during the school day including tardiness to school and time away from school during the school day. Pre-approved college days for seniors do not count against perfect attendance. For elementary and middle school perfect attendance procedures, please contact your school office. Please note that our end-of-year attendance awards are based on this criterion.

TARDINESS CONSEQUENCES
- 3 Tardies - 1 Lunch Detention**
- 6 Tardies - 3 Lunch Detention
- 9 Tardies - 1 day ISS (In-School Suspension)
- 12 Tardies - 2 days ISS
- 15 Tardies - More serious consequences including additional ISS, OSS (Out of School Suspension), truancy referral, or referral for possible alternative placement.

** Lunch Detention refers to complete loss of Tribe Time privileges

Students who have more than nine (9) unexcused absences to any one class will not be permitted to participate in Prom or Graduation. They may also be eliminated from participating in certain field trips or extracurricular events.

DRIVER’S LICENSE LAWS
Please go to the Main Office at Dobyns-Bennett to obtain a Certification of Compulsory Attendance. Students under the age of eighteen (18) may lose their driving privileges if they are:

- Convicted of any drug or alcohol offense
- Convicted of a weapons violation
• Failing to make satisfactory academic progress in school, which is defined as failing two (2) or more subjects
• Students who are 15 years of age and older can have their driver’s license or the privilege to apply for a license suspended if they accumulate an excessive amount of unexcused absences. This includes out of school suspension days.
  • Having ten (10) or more consecutive unexcused absences or more than fifteen (15) total unexcused absences during a semester. This includes suspension days.

If a student is in violation of the law due to their attendance or grades, the attendance supervisor is required to contact the Department of Safety.

CODE OF CONDUCT
The Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and to the provision of an effective school program. Students are expected to conduct themselves appropriately and to act with regard for the supervisory authority vested by the Board with all district employees, the education purpose underlying all school activities, the widely-shared use of school property, and the rights and welfare of other students. State law requires that written discipline procedures (Code of Conduct) be maintained for the elementary, middle and high school levels.

NOTE: The Code of Conduct classifies offenses into categories, relating to the severity and corresponding disciplinary consequences. The severity of any offense may dictate more serious consequences.

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by actions, poor manners or a lack of consideration. All rules and regulations are developed and enforced with this thought in mind. Rules of student conduct apply when on school property, in classes and at school-sponsored activities.

PARENTS AND GUARDIANS
Parents and guardians have the legal responsibility for the behavior of their children as determined by law and community practice. Parents/guardians are expected to exercise the required controls that the student’s behavior will be conducive to the development of self-discipline and will not be disruptive to the school’s education program.

TEACHER DISCRETION
Students are under the supervision of many teachers during the day. Each teacher will have his/her own requirements and students should learn these and abide by them. The teacher has the authority and responsibility to maintain discipline. When a problem occurs, a teacher may do any or all of the following:

• Have a conference with the student
• Have a conference with the parent and/or the student
• Have a conference with the principal
• Use classroom disciplinary action
• Refer cases which go beyond his/her direct control directly to the principal

PRINCIPAL DISCRETION
It is the responsibility of each principal to apply the code of conduct uniformly and fairly to each student at the school without partiality or discrimination. It should be understood that the categories of discipline violations outlined below are minimums. Any violation of the code of conduct may be addressed in a manner consistent with subsequent categories.
based on the severity of the incident or other extenuating circumstances. The examples are not all-inclusive. Principals will be responsible for classifying an offense not listed unless otherwise directed by the Superintendent of Schools.

**CATEGORY I OFFENSES:**
Offenses to be administered by school faculty and/or school administration; the principal or assistant principal has the authority to impose suspensions on students for failure to comply with school regulations. Offenses administered by the school may result in detention, suspension or other assigned consequences due to severity or frequency of the incident.

- Use of inappropriate language
- Dishonesty
- Refusal to participate in required activities or to complete assigned work
- Tardiness
- Violation of school rules
- Disruptive behavior
- Trespassing/loitering/skipping class
- Disrespectful behavior
- Violation of dress code
- Inappropriate public display of affection
- Possession of items prohibited at school
- Parking violation - high school

**CATEGORY II OFFENSES:**
Offenses that may result in suspension or referral outside the school:

- Use of inappropriate language
- Dishonesty - including forgery of signatures and academic dishonesty
- Insubordination - not following a directive from a teacher, administrator or other school system employee
- Truancy - including excessive tardiness
- Fighting - assault and/or battery on school property or at a school-sponsored activity (both parties, unless one was attacked for no apparent reason)
- Use of inappropriate language - vulgar, profane or abusive language
- Harassment - verbal or physical
- Disrespectful behavior to a teacher, staff member or peer
- Leaving class or school grounds without permission, including during lunch periods
- Possession, sale or use of items prohibited at school - including, but not limited to: lewd or vulgar materials, gang paraphernalia, alcohol, tobacco, other drugs (including prescription medications), drug paraphernalia and weapons
- Violation of school transportation/bus rules
- Chronic disruptive behavior
- Making threats/intimidation, including bullying (by any means, including, but not limited to electronic messages or social media sites)
- Extortion
- Refusal to provide correct information, including identity
- Misuse/destroyed of school property, including but not limited to possession of school keys, computer tampering or hacking
- Sexual misconduct/sexual harassment
- Participation in a school disruption, including encouraging or recording a disruption/altercation with any electronic device
- Damage to the person or property of others including vandalism
- Indecent exposure
- Possession and/or detonation of an incendiary or explosive material, including firecrackers, smoke bombs, poppers, etc.
- Stealing or the receipt, sale, possession or distribution of stolen property
- Trespassing - being in any area without authorization including the grounds of a school in which the student does not attend
- Gambling
- Reckless driving/driving violations - high school

**CATEGORY III OFFENSES:**
Offenses referred to the Superintendent of Schools and law enforcement:

- Arson
- Bomb Threat
- Possession, sale or use of items prohibited at school - including, but not limited to: lewd or vulgar materials, gang paraphernalia, alcohol, tobacco (including e-cigarettes/vapors)\(^{17}\), other drugs (including prescription medications), drug paraphernalia and weapons or facsimiles of prohibited items
- Violent disruption of class activities
- Lack of immunizations
- False fire alarm and/or fire report
- Harassment (by any means, but not limited to electronic messages or social media sites)
- Excessive attendance violations
- Fighting - assault and/or battery on school property or at a school-sponsored activity (both parties, unless one was attacked for no apparent reason)
- Indecent exposure
- Possession and/or detonation of an incendiary or explosive material, including firecrackers, smoke bombs, poppers, etc.
- Damage to the property or person of others including vandalism
- Sexual misconduct/sexual harassment
- Making threats/intimidation, including bullying
- Inciting a school disruption/violent interference with school operations
- Repeated violation of school rules

**CATEGORY IV (ZERO-TOLERANCE) OFFENSES:**
In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated\(^{18}\): Zero Tolerance Offenses are mandatory suspension for no less than one calendar year:

- Possession of a firearm, weapons and/or dangerous instruments
- Unlawful possession of any drug or drug paraphernalia, including any controlled substance or legend drug
- Threat of battery and/or aggravated assault upon a student and/or school employee including school resource officers
- Battery/aggravated assault upon a school employee including school resource officers
- Electronic Threats

\(^{17}\) BOE Policy 1.803
\(^{18}\) BOE Policy 6.309
DISCRIMINATION AND/OR HARASSMENT

Discrimination and harassment in any form are prohibited; this includes, but is not limited to, discrimination/harassment based on sex, race, ethnicity or religion. Discrimination/harassment is defined as conduct, advances, and gestures or words which:

- Unreasonably interfere with a student's work or performance
- Create an intimidating, hostile or offensive environment
- Imply that submission to or rejection of such conduct will be used as a basis for determining the student’s grades, credits and/or participation in a student activity

BULLYING AND/OR INTIMIDATION

Bullying is unwanted, aggressive behavior among youth and/or adults that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying and intimidation in any form are prohibited and will not be tolerated. They are defined as any act that substantially interferes with a student’s educational benefits, opportunities or performance, taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, that has the effect of:

- Physically harming a student or damaging a student’s property
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property
- Creating a hostile educational environment
- Incidents of bullying or intimidation that take place off school grounds or outside the regular school day, including cyberbullying, may be addressed by school personnel

CYBERBULLYING

A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, website or fake profiles.

REPORTING DISCRIMINATION

Alleged victims of discrimination, harassment, bullying, cyberbullying or intimidation shall report these incidents immediately to a teacher, counselor or building administrator. If the offending person is an employee, the victim shall report the behavior and/or conditions to the immediate supervisor of the offending person. If the offending person is a student or any person not employed by the system, the behavior may be reported to any teacher, counselor or administrator. Confidentiality shall be maintained and no reprisals or retaliation shall occur as a result of good-faith reporting of an accusation.

The principal or designee shall be responsible for promptly investigating all complaints. If satisfactory resolution of any complaint is not reached, the student may appeal the matter to the Superintendent of Schools and, ultimately, to the Board of Education. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated.

The complaint and identity of the complainant shall not be disclosed except (1) as required by law or by Board policy, (2) as necessary to fully investigate the complaint or (3) as authorized by the complainant. Reports may be made anonymously but formal disciplinary action may not be solely based on an anonymous report.

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19 Title IX (20 U.S.C. §§ 1681-1688)
HAZING
Hazing is defined as harassing by exacting unnecessary or disagreeable work, harassing by banter, ridicule, or criticism or playing silly, abusive and humiliating tricks by way of initiation. Hazing is strictly forbidden in Kingsport City Schools. Hazing activities include, but are not limited to:

- Physical abuse
- Physical confinement
- Consumption of disgusting substances
- Consumption of prohibited substances
- Inappropriate clothing
- Commission of illegal acts
- Humiliation rituals

SEXUAL HARASSMENT
The Kingsport Board of Education strives to provide the students of Kingsport City Schools a climate that is conducive to a quality learning environment. The Board of Education has a sexual harassment policy to encourage all members of the learning community to be proactive in providing a climate in each school that is inviting, receptive, caring, supportive and flexible. The policy is meant to discourage sexual harassment by employees or other students.

Sexual harassment activity toward any student will not be tolerated. Sexual harassment is defined as conduct, advances and/or gestures of a sexual nature that:

- Unreasonably interfere with a student's work or educational opportunities
- Create an intimidating, hostile, or offensive environment
- Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit
- Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Any student or parent/guardian of a student attending a Kingsport City School shall report any incident of harassment to the child's teacher, school administrator or counselor. If the offending person is an employee, the victim shall report the behavior and/or conditions to the immediate supervisor of the offending person. If the offending person is a student or a person not employed by the system, the behavior may be reported to any teacher, counselor or administrator. Confidentiality shall be maintained and no reprisals or retaliation shall occur as a result of good faith reporting of charges of sexual harassment.

Sexual harassment of one student by another student will be addressed in the school Code of Conduct, is classified as a Category II or III offense, and carries with it the possibility of suspension and/or referral to an outside agency for further action.

Sexual harassment will constitute cause for disciplinary action. In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, will be investigated. The range of behaviors that may constitute sexual harassment include, but are not limited to:

- Leering
- Pinching
- Grabbing
- Suggestive verbal comments
- Pressure for dates or sexual activity
• Other verbal, physical, or visual actions

Any student who retaliates against any person who reports alleged sexual harassment or violence or any student who retaliates against any person who testifies, assists in or participates in an investigation, proceeding or hearing will also be subject to disciplinary action, including suspension/expulsion. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

QUICK TIP ANONYMOUS REPORTING
A SchoolMessenger program called Quick TIP empowers students to anonymously submit tips and other feedback to authorized KCS school administrators.

School administrators are able to receive tips at any time and have the ability to respond in a timely manner to issues that impact the school or individual students. The reported issues may range from issues such as peer pressure, campus violence, depression, suicide and/or bullying.

Students, staff, parents and other stakeholders can visit www.k12k.com or school websites to click the Quick TIP logo. Users are then taken to the KCS District SchoolMessenger Quick TIP website where they can choose to report a tip.

CONFISCATION OF ITEMS
Items that are prohibited by school policy or are used in violation of school rules will be confiscated by school officials. The school assumes no responsibility for the safe keeping of these items. Refusal to relinquish a cell phone or any other item or device will be treated as an act of insubordination as defined under the student Code of Conduct.

1ST OFFENSE: The item will be confiscated and kept at the school for a minimum of five (5) consecutive school days. (Upon reasonable suspicion all cell phone memory may be reviewed.) In order to retrieve the confiscated item, a parent or guardian must make contact with the appropriate administrator. *Up to five (5) consecutive school days for the elementary-level.

2ND OFFENSE: When a student has a second offense during the current semester, the item will be confiscated for a minimum of ten (10) school days. A parent or guardian must retrieve the confiscated item from the front office. *Up to ten (10) consecutive school days for the elementary-level.

3RD OFFENSE: When a student has a third offense during the current semester, the item may be confiscated for the remainder of the school year. A parent or guardian may retrieve the confiscated item at the end of the school day on the last day of the school year.

High school students may opt to pay $20 to retrieve their cell phone during a five- or ten-day period of confiscation.

DRESS CODE
Student dress should ensure a neutral environment that is conducive to learning and protective of the educational process. We encourage students to dress appropriately and wear clothing that is not disruptive. Clothing should not violate the health, safety or decency aspects of the school operation and should not interfere with classroom procedures.

The following guidelines are in effect from arrival at school until the end of the school’s instructional day:

GENERAL GUIDELINES APPLICABLE TO ALL STUDENTS:
• Any clothing deemed disruptive or distracting to the educational process or that is a safety hazard is prohibited.
• Accommodations for students with religious requirements will be made on an individual basis.
Accommodations for students with disabilities will be made on an individual basis.

Students with special conditions requiring special consideration should contact the principal or an assistant principal.

All clothing should be clean and in good repair. Clothing should have NO rips, tears, holes or frays that show skin or undergarments above the knee.

No see-through and/or sheer clothing or cutouts are permitted.

No industrial or pet chains or collars around neck, wrists, or waist, or chains attached to wallets or clothing is permitted.

Student should wear footwear appropriate for physical education activities.

Accessories must not disrupt the educational process or draw undue attention to the individual.

No sunglasses may be worn or visible indoors at any time during the day.

Spirit group uniforms worn to class must meet all dress code requirements.

Clothing and accessories must be free of offensive or suggestive words or graphics and contain no references to drugs, alcohol, tobacco, illegal/immoral substances, or activities. Any clothing item with text, logos, or graphics that promote banned substances (tobacco, alcohol, drugs, and drug paraphernalia) or are provocative, derogatory or revealing (sexually explicit) are not appropriate.

No observable lack of undergarments is permitted nor are undergarments or underwear permitted to be exposed.

Students are not allowed to wear, carry or display gang paraphernalia or items associated with gangs. Student attire cannot be modified (i.e., rolling up a pant leg to display gang affiliation).

**PRE-K - 5TH GRADE**

- Shirts/tops should be of adequate length to cover the midriff (waistline).
- Shirts/tops must have a neckline that does not expose any portion of the breast.
- Shirts/tops worn with leggings, tights or stretch pants must cover the student appropriately (covering all private areas).
- Pants and shorts must have NO rips, tears, holes or frays that show skin or undergarments above the knee.
- No unnatural hair coloring (i.e., pink, orange, purple, etc.) is permitted.
- Head coverings are to be stored and not visible at any time during the instructional school day. This includes hats, scarves, sweatbands, bandanas (rolled or otherwise), stockings, hoods, etc.
- Shoes must be worn at all times. No house shoes or slippers are permitted. Shoes must have a sole strong enough not to bend heel to toe.
- Student should wear footwear appropriate for physical education activities.
- Elementary schools require that facial piercings be removed and replaced with clear plugs that do not protrude beyond the skin.

NOTE: It is recommended that parent/guardian(s) supply one (1) set of extra clothing for Pre-K and Kindergarten students in case of an accident.

**6TH - 12TH GRADE**

The principal shall exercise appropriate discretion in implementing the dress code, including making reasonable accommodations on the basis of students’ religious beliefs or medical conditions. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Students wearing questionable attire will be required to change into clothing that meets dress code requirements. In matters of opinion, the judgment of teachers and administrators will prevail.
Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to: exposed undergarments; sagging pants; excessively short or tight garments including but not limited to shorts; bare midriff shirts; strapless or spaghetti strapped shirts; attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors; head covering of any kind; see-through clothing; attire that exposes cleavage; and any symbols, styles, or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified. Sunglasses in the building are also prohibited unless approval has been granted by administration because of medical reasons.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the principal or designee may require the student to change his appearance and/or be sent home according to the handbook.

CONSEQUENCES OF DRESS CODE VIOLATIONS

ELEMENTARY SCHOOL
Parents will be contacted if it is determined that a child’s clothing is inappropriate and the child will be asked to change into appropriate clothing.

MIDDLE SCHOOL
- **FIRST OFFENSE**: Students will be required to call parent/guardian to bring appropriate attire or wear clothing provided by the school (if available) or be assigned ISS.
- **SECOND/SUBSEQUENT OFFENSES**: First offense requirements, plus detention, ISS or OSS.

Additionally, any student with four or more dress code violations must report to the designated person each day upon arrival at school for a dress code “check” for the remainder of the semester. If the student continues to violate the dress code, the school administration reserves the right to put the student on “uniform restriction” as deemed appropriate. Students will continue to be responsible for arriving at their first period class before the tardy bell.

HIGH SCHOOL
- **FIRST OFFENSE**: Formal Warning. Students will be required to change clothing/correct the clothing issue.
- **SECOND OFFENSE**: 3 Lunch Detentions. Students will be required to change clothing/correct the clothing issue.
- **THIRD OFFENSE**: 1 Day ISS. Students will be required to change clothing/correct the clothing issue.

MISCELLANEOUS

COUGH DROPS
Students in high school will be allowed to carry and self-administer cough drops. Cough drops are not to be shared with other students due to the possibilities of allergic reactions.
SUNSCREEN
All students will be allowed to carry and self-administer sunscreen for all day school sponsored events on or off campus. Sunscreen is not to be shared with other students due to the possibilities of allergic reactions.

TECHNOLOGY USE
Kingsport City Schools provides students with access to the school system's electronic communication system, which includes internet access. The purpose of the computer system is to serve as a resource in the student's educational path and as an aid in fulfilling their curriculum requirements. The system is also used to enhance productivity and assist students in improving their computer skills through projects and other educational activities. The system is used to share information with the local community, including parents, social service agencies, government agencies and businesses. The following restrictions are established to ensure that all uses of the school system’s electronic communication system are acceptable.

BRING YOUR OWN DEVICE INITIATIVE (BYOD)
The Kingsport City School System (KCS) has implemented a Bring Your Own Device (BYOD) initiative. The KCS BYOD initiative allows students to bring their personal electronic internet enabled devices such as laptops, iPads, netbooks and mobile phones with Wi-Fi capability. As with all personal items brought to school, KCS is not liable for the loss, damage, misuse, or theft of these devices. Students are not required to bring a personal electronic device to school. KCS is not responsible for any financial obligations resulting from carrier or service provider charges.

Students not following KCS guidelines may face disciplinary actions and may lose their BYOD privileges. Any use of personal electronic devices deemed inappropriate by KCS administration, teachers, or staff may also result in disciplinary actions. Use of personally owned devices is permitted during instructional time for educational purposes and school approved activities. KCS reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Each school within the system will provide students with permission forms to complete and return to school. After receipt and approval of permission form and device, students will be allowed to bring their own device to school the following day. The KCS staff and administration will keep parents informed of any changes made to these guidelines.

GENERAL GUIDELINES:
- Personal electronic devices must be connected to the internet via the KCS filtered Wi-Fi network. Use of 3G and 4G wireless connections are not allowed.
- Personal electronic devices may be used in class as directed by KCS teachers.
- Personal electronic devices may be used for educational purposes and activities allowed by school policy. The use of personal devices must not disrupt class activities.
- Personal electronic devices may be used for gaming, texting, email, etc., ONLY when the activity is directly related to classroom and/or web-based instruction and monitored by KCS teachers.
- Personal electronic devices are for the use of the device owner.
- Personal electronic devices may NOT be used in locker rooms, restrooms, or rooms designated for changing clothes.

STUDENTS BRING THEIR DEVICES TO USE AT KINGSPORT CITY SCHOOLS AT THEIR OWN RISK. It is the student’s duty to be responsible for the upkeep and protection of their devices.

KINGSPORT CITY SCHOOLS IS IN NO WAY RESPONSIBLE FOR:
- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities

STUDENT FOCUSED ... WORLD CLASS
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

**APPROPRIATE USE**

Appropriate use includes but is not limited to web-based learning, classroom, and career development activities, such as:

- Research and readings;
- Participation in teacher monitored discussion forums;
- Completion of homework;
- Access to class specific Apps;
- Teacher/system approved student-to-teacher and student-to-student communications;
- Student presentations.

**INAPPROPRIATE USE**

Inappropriate use includes but is not limited to:

- Communications including obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students;
- Accessing or sending information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment;
- Harassment and Cyberbullying including but not limited to:
  - Personal attacks, including prejudicial or discriminatory attacks;
  - Persistently acting in a manner that distresses or annoys another person;
  - Knowingly or recklessly posting false or defamatory information about a person or organization;
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices;
- Any communications deemed inappropriate by KCS personnel in any public messages, private messages, and material posted online;
- Recording audio or video media or taking pictures of any student or staff member without their permission;
- Distribution of any unauthorized media may result in disciplinary actions including but not limited to suspension, criminal charges, and expulsion.
- Attempts to circumvent the school’s network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.

Students bear the burden of responsibility to inquire of school administrators and/or teachers regarding the appropriate use of technology prior to engaging in questionable activities.

**UNACCEPTABLE DEVICES**

Unacceptable devices include but are not limited to:

- Portable gaming devices or consoles unless Wi-Fi enabled and a web browser is installed;
- Laser pointers;
- Modems or routers;
- Televisions
DISCIPLINARY ACTIONS (MAY CHANGE BASED ON SCHOOL POLICY)

- **FIRST INFRACTION:** Administrator, teacher, or staff person will confiscate the device and turn it into the school office. The school office will inform the parent or guardian of the infraction. The parent and student will review the guidelines and complete a new permission form. The student may be subject to additional disciplinary actions based on the circumstances of the infraction.

- **SECOND INFRACTION:** The student will lose BYOD privileges without the express permission of the principal or site administrator. The student may be subject to other disciplinary actions based on the circumstances of the infraction.

*If any infraction is a violation of law, school authorities will notify the appropriate law enforcement agency.

Students and parents must read and sign the BYOD Permission Form/Agreement that will be provided by each school. Please return the form to your homeroom teacher prior to bringing your device to school.

PERSONAL SAFETY
- Users will not post personal contact information about themselves or other people, including such information as address, telephone, work address, etc. This includes but is not limited to online services such as social media sites, chat rooms, websites, blogs, etc.
- Users will not agree to meet with someone they have met online without their parent's approval and participation.
- Users will promptly disclose to their teacher or other school employee any message received that is inappropriate or makes them feel uncomfortable.
- Internet Safety training will include but is not limited to appropriate online behavior, interactions on social networking websites and chat room and cyberbullying awareness and response. Training resources will include the Michigan Model, iSAfe and other online resources.

ILLEGAL ACTIVITIES
- Users will not attempt to gain unauthorized access to the system, attempt to access any other computer system through the KCS system, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files. The use of proxy servers is also prohibited along with any other means of circumventing network security. (A proxy server acts as a go-between for requests from computers and network servers.) These actions are prohibited, even if only for the purposes of "browsing."
- Users will not make deliberate attempts to disrupt the computer system performance or to destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not use the KCS computer system to engage in any illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of another person.

SYSTEM SECURITY
- Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should a user provide his/her password to another person.
- Users will immediately notify the system administrator if they have identified a possible security problem. Users will not attempt to solve security problems because this may be construed as an illegal attempt to gain access.
- Users will avoid the inadvertent spread of computer viruses by following virus protection procedures. All removable media such as flash drives may be subject to scanning for viruses and malware before use.
INAPPROPRIATE LANGUAGE
- Restrictions against inappropriate language apply to all communications including public messages, private messages and material posted on webpages.
- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- Users will not post information that, if acted upon, could cause damage to the computer network and/or disruption of network services.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks. (i.e., cyberbullying)
- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, the user must stop.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

RESPECTING PRIVACY
- Users will not repost a message that was sent to them privately without permission of the person who sent the message.
- Users will not post private information about other persons.

RESPECTING RESOURCE LIMITS
- Users will use the system only for educational activities.
- Peer-to-peer communications are prohibited. This includes chat programs, instant messaging and any service or system that promotes circumvention of copyright laws.

PLAGIARISM AND COPYRIGHT INFRINGEMENT
- Users will not plagiarize works found on the Internet (this includes any publication: books, magazines and periodicals). Plagiarism is defined as taking the ideas or writings of others and presenting them as if they were original to the user.
- Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user must follow the expressed requirements. If the user is unsure whether a work/document can be used, permission must be requested from the copyright owner.

INAPPROPRIATE ACCESS TO MATERIAL
- Users will not use the KCS computer system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, special exception may be made for hate literature if the purpose of such access is to conduct research and access is approved by both the teacher and the parent.

If a user inadvertently accesses inappropriate material, he/she must immediately close any open window that displays such material and disclose the inadvertent access in a manner specified by his/her school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Agreement. Failure to report any inadvertent access may result in a violation of the Acceptable Use Agreement or any other method of discipline specified by the user’s school.

KCS has implemented filtering and/or blocking software to restrict access to Internet sites containing pornography, obscene depictions, or other materials harmful to minors under 18 years of age, to the extent practicable, while using its network. This control also applies to other forms of communication such as e-mail, chat rooms, social networking sites, instant messaging, and the like. However, no software is foolproof; therefore, there is still a risk a user maybe exposed to a site or message containing such material.
MISCELLANEOUS

- Users may not use the KCS computer system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use.
- Users may not use the system for political lobbying, as defined by state law TCA 3-6-102. Students may use the system to communicate with their elected representatives and to express their opinion on political issues.

PERSONAL LAPTOPS

Upon prior approval from faculty and/or administration, student laptops may only be connected to the school network for educational/classroom purposes. Students may use their personal laptop computers in the event they do not have immediate access to school computers. In this event, student laptops may only be used under the direct supervision of an authorized KCS employee/volunteer.

ITEMS TO LEAVE AT HOME

Items not appropriate for school will be confiscated. For example: Skateboards, shoe-skates, laser pointers, games, toys, chains or other items that may interfere with instruction are not allowed. Candy, gum, food and drinks are not allowed. Any exception will require the written permission of a staff member. See Confiscation of Items.

CELL PHONES

The Attorney General of Tennessee states that a school has the authority to confiscate a cell phone when the cell phone has been determined to be an unauthorized item in the school rules. The disciplinary action is cumulative so that repeat or persistent violations of the policy result in enhanced disciplinary action. Further, a student’s due process rights are ensured with notification of the cell phone policy.

ELEMENTARY SCHOOL

Elementary school students’ cell phones and other electronic devices are to be turned off and not visible upon a student’s arrival to school (upon entering the building) until the end of the student’s school day. Elementary school students are required to store their cell phones and other electronic devices in their backpacks unless under the direct supervision of school personnel. Cell phones may be confiscated if this rule is violated. See Confiscation of Items. When confiscated from elementary students, parents will be asked to retrieve the cell phone from school administration.

MIDDLE SCHOOL

Middle school students’ cell phones and other electronic devices are to be turned off and not visible upon a student’s arrival to school (upon entering the school building) until the end of the student’s school day. Middle school students are required to store their cell phone and other electronic devices in their locker unless under the direct supervision of school personnel. Cell phone use is not permitted between classes. For emergency purposes, land-line telephones are available in the classrooms and in the administrative offices of the school.

Cell phones may be confiscated if this rule is violated. See Confiscation of Items. Refusal to immediately relinquish the entire cell phone (including battery, SIM card, etc.) will result in disciplinary action and possible referral to law enforcement officials.

HIGH SCHOOL

We believe cell phones can be powerful learning tool in the classroom when used appropriately. However, we also know that cell phones and other electronic devices can serve as a serious disruption when used for non-academic reasons. High school students are not permitted to use cell phones during or between classes unless it is for academic purposes, under direct supervision of a classroom teacher. Students may have access to cell phones during their designated lunch times. Failure to comply with this rule will result in confiscation of the cell phone. See Confiscation of Items.
LEAVING SCHOOL GROUNDS
Students must remain on school grounds during the entire school day. Take note, students are not allowed to sign-out of school for the purposes of going to lunch. All students who leave school grounds without permission will be subject to disciplinary action.

High School students shall be subject to the following consequences for leaving school grounds without permission:

- First Offense: 1 day ISS
- Second Offense: 3 days ISS
- Third Offense: More serious consequences including additional ISS, OSS or referral for possible alternative placement.

LOCKERS
Lockers are school property and may be inspected by school authorities. Lockers may be periodically checked by the police and canine corps. High school students wishing to use lockers may sign up in the front office.

SCHOOL-SPONSORED ACTIVITIES
School sponsored activities include field trips, social activities, conventions, workshops, academic competitions, and any other related functions recognized by the school that are held on or off the campus. Students who participate or attend are representatives of their individual schools, as well as Kingsport City Schools in general, and will conduct themselves as such. Students who violate regulations at these activities are subject to disciplinary action as defined in the Student Code of Conduct. If the school provides transportation to an activity, the student must return via the school transportation or may only be released or signed out with prior written approval from a parent/guardian or adult immediate family member in person. During an assigned Out-of-School Suspension (OSS), expulsion, or while attending alternative school, students may not attend or participate in any school sponsored activity, including prom and graduation. The school medication policy applies to medication use during school-sponsored activities.

Parents or legal guardians shall be notified concerning clubs and organizations available to students attending the school. A full listing of these clubs and organizations can be found at www.k12k.com. The list shall include:

- The names of the clubs and organizations, including any abbreviations or acronyms
- The mission and purpose of the clubs and organizations
- All financial requirements associated with membership in the club or organization

No school shall permit a student to become a member or participate in any activities of a club or organization if the parent or legal guardian of such student has provided written communication prohibiting such student from such membership or participation. In order to be valid, the written communication shall be signed and dated by the parent or legal guardian.

SEARCHES
Tennessee law authorizes the principal and his/her designee to conduct personal searches of students and visitors on school property, including school buses, if the principal has reasonable suspicion that the student or visitor is in possession of illegal drugs, weapons or other items not allowed by the school rules or state statute. The law extends to cover the search of all automobiles driven to the school by students or visitors. All automobiles, electronic devices, lockers, backpacks, purses or other items brought onto school grounds are subject to search by school officials, police and police drug or bomb-sniffing dogs at any time.

20 In-School Suspension
STUDENT DISCIPLINARY HEARING AUTHORITY
The Board of Education authorizes the creation and utilization of a Student Disciplinary Hearing Authority for the purpose of hearing certain student discipline cases. In situations where a student is suspended from school for more than ten (10) days, an appeal may be made to the Student Disciplinary Hearing Authority. An appeal may be filed by the parent or guardian, the student, or any employee holding a teaching license (if requested by the student). The appeal must be filed within five (5) days after the beginning of the suspension.

STUDENT RIGHTS AND RESPONSIBILITIES

THE RIGHT TO DUE PROCESS
Each student has the right to an education. Any disciplinary measure that deprives him/her of this right must be applied only after careful study. The student has responsibilities that are inseparable from and inherent to these rights. One such responsibility is obedience to school procedures, rules and regulations. After-school detention (ASD), Before-school detention (BSD), In-school suspension (ISS), Out-of-school suspension (OSS) and expulsions are measure that may be used when a student fails to meet responsibilities or denies others of their rights.

AFTER-SCHOOL DETENTION (ASD)
Students may be assigned after school detention for disciplinary offenses described in the Code of Conduct. The student must be on time and bring appropriate school work. Failure to arrive on time and/or bring appropriate school work will result in further disciplinary action.

BEFORE-SCHOOL DETENTION (BSD)
In addition to after-school detention, schools may also offer before-school detention.

LUNCH DETENTION (LD)
In addition to before- and after-school detention, students at Dobyns-Bennett High School may be assigned to lunch detention during their assigned lunch period. Students will be allowed to eat lunch, but will only be allowed to purchase food items from Line 1 and will be required to sit in a designated and supervised area outside of the cafeteria.

IN-SCHOOL SUSPENSION (ISS)
Students may be assigned in-school suspension for disciplinary offenses as described in the Code of Conduct. Failure to use time wisely could result in additional ISS time or OSS.

OUT-OF-SCHOOL, SHORT-TERM SUSPENSION (OSS)
Students may be suspended for ten days or less for good and sufficient cause as outlined in the student Code of Conduct. Students may not participate in school events for the duration of an out-of-school suspension. Students are not allowed on school property during an out of-school suspension.

LONG-TERM SUSPENSION/EXPULSIONS
The principal (in accordance with Tennessee State Laws) shall have the right to suspend any student for longer terms (remainder of the term or the year), for good and sufficient reasons at his/her discretion. Except in an emergency, the student will be advised of the nature of his/her misconduct, questioned about it and allowed to give an explanation. The principal will give written or actual notice to the parent/guardian and the student concerning the suspension and the right to appeal the decision to suspend for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice (See state law T.C. A. 49-6-3401).
NOTE: Students may not make-up work missed during an expulsion.

REMAND TO ALTERNATIVE SCHOOL
In lieu of long-term suspension/expulsion, students with multiple or excessive disciplinary violations may be remanded to alternative school as deemed appropriate.

THE RIGHT TO FREE SPEECH AND EXPRESSION
Students who have facts and opinions on topics should be allowed to express them in print as well as through conversation. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and news media. No student shall distribute at school any publication that:

- Is obscene to minors according to current legal definition
- Is libelous, according to current legal definitions
- Creates a material and/or substantial disruption of the normal school activity

THE RIGHT TO PERSONAL PROPERTY
Students have a right to be secure in their person and possessions; however, the principal or his/her designee is authorized to conduct a search of a student if there is a reasonable suspicion to believe that the student has in his/her possession any item which is against school rules or state laws. All property is subject to search under the legal authorization of reasonable suspicion.

SOCIAL CLUBS
Social clubs are not sanctioned by Kingsport City Schools.

UNACCEPTABLE USE

DRUG USE
Drug-Free Schools\(^\text{21}\) - Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by the Drug-Free Schools policy 6.307. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

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

TOBACCO USE
Tobacco-Free Schools\(^\text{22}\) - Students shall not be allowed, at any time, to use or possess tobacco on school property or while they participate in any class or activity in which they represent the school system.

\(^{21}\) BOE Policy 6.307
\(^{22}\) BOE Policy 1.803
Adults including staff, those involved in adult programs or other activities, and spectators – are not permitted to use tobacco in the buildings of the system, or on school buses, during school hours. The use of tobacco products by KCS employees while supervising students is prohibited.

Smoking is prohibited in any public seating area and public restrooms on school grounds, including, but not limited to, bleachers used for sporting events. It is the intent of the Board that there be a “no smoking” policy within the fenced-in perimeters of school grounds. Smoking includes but is not limited to: cigarettes, cigars, pipes, and other devices that produce smoke, and also includes gases, particles, or vapors. Smoking also includes simulated smoking such as an electronic cigarette, including e-cigarette, e-cigar, e-pipe, or under any other product name.

WEAPONS IN SCHOOL
In an effort to ensure a safe environment for students and employees, all persons are prohibited from the following conduct at all times on school premises, in any school vehicle, or at any school-sponsored activity:

- Known possession or use of objects commonly used or designed to inflict bodily harm and/or to intimidate other people.
- Use of any object as a weapon to inflict or threaten bodily harm and/or intimidate, coerce or harass. This includes objects not necessarily designed to be a weapon.

School personnel will take appropriate action to secure the health and safety of students during any altercation involving violence and/or the use of a weapon. Incidents involving weapons are to be reported immediately to an appropriate administrator.

State law makes it an offense for a person eighteen (18) years of age or older, including a parent or other legal guardian, to know that a minor or student is in illegal possession of a firearm and fail to prevent such possession or fail to report it to the appropriate school or law enforcement officials. The law applies to student possession of a firearm in or on the premises of a public or private school, in a school’s athletic stadium, other facility or building where school-sponsored athletic events are conducted, including, but not limited to: public parks, playgrounds, or civic centers.

Take note, not only are weapons prohibited on students’ person, but weapons are prohibited in student vehicles that are driven to school. As required by the Gun-Free Schools Act of 1994, any student who is determined to have brought a firearm to school will be expelled from the regular school program for at least one calendar year. This action may be modified on a case-by-case basis by the Superintendent.

ZERO-TOLERANCE OFFENSES AND CONSEQUENCES
See Code of Conduct – Category IV (Zero-Tolerance) for Consequences

In order to ensure a safe and secure learning environment, the zero-tolerance offenses shall not be tolerated as stated in the Zero-Tolerance Offenses Policy 6.309.