

BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING

AUDITORIUM
5705 STAGE ROAD
BARTLETT, TN 38134

July 23, 2020
7:00 PM

- I. INVOCATION
- II. PLEDGE OF ALLEGIANCE
- III. CALL TO ORDER & ROLL CALL
 - A. Official Business of the Day
- IV. SPECIAL PRESENTATIONS
- V. PUBLIC COMMENT
- VI. APPROVAL OF AGENDA
- VII. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - A. June 25, 2020 Business Meeting Minutes
- VIII. REPORTS
 - A. Chairman's Report
 - B. Superintendent's Report
 - C. General Counsel's Report
 - D. Tennessee Legislative Network (TLN) Representative Report
 - E. Financial Report
- IX. UNFINISHED BOARD BUSINESS
- X. BOARD ACTION ITEMS
 - A. New Board Business
 - 1. Uncollectible cafeteria charges
 - 2. Bartlett City Schools Attendance Plan for Truancy
 - 3. Memphis Oral School for the Deaf Contract
 - 4. Advance Therapy Services, LLC Contract
 - 5. Professional Audiological Services, Inc. Contract
 - 6. BCS Coordinated School Health District Application
 - 7. Policy 3009 - Mail and Delivery Systems REVISED FIRST READING
 - 8. Policy 5004 Staff Health Exams and Communicable Diseases REVISED FIRST READING
 - 9. Policy 5014 - Long-Term Leaves of Absence REVISED FIRST READING
 - 10. Policy 5015 - Assignment/Transfer REVISED FIRST READING
 - 11. ~~Pulled from Agenda: Policy 5033—Staff Time Schedules REVISED FIRST READING~~
 - 12. Policy 5034 - Substitute Teachers REVISED FIRST READING
 - 13. Policy 5038 - Families First Coronavirus Response Act (FFCRA) NEW FIRST READING
 - 14. Policy 6002 - Student Discrimination, Harassment, Intimidation, Bullying, and Cyberbullying REVISED FIRST READING
 - 15. Policy 6004 - School Year REVISED FIRST READING

16. Policy 6008 - Student Communicable Diseases REVISED FIRST READING
17. Policy 6038 - Discipline Procedures REVISED FIRST READING
18. Policy 6047 - Attendance REVISED FIRST READING
19. Pulled from Agenda: ~~Approval of School Support Organizations (SSO)~~

XI. ADJOURNMENT

**BARTLETT CITY BOARD OF EDUCATION
BUSINESS MEETING MINUTES**

**Virtual Meeting
5705 STAGE ROAD
BARTLETT, TN 38134**

**June 25, 2020
5:00 PM**

INVOCATION AND PLEDGE OF ALLEGIANCE

Mr. Bryan Woodruff said a prayer. Chairman Cook recited the Pledge of Allegiance.

CALL TO ORDER & ROLL CALL

Official Business of the Day

Chairman Cook called the meeting to order at 5:00 p.m. via Zoom. The following Board Members were present:

Ms. Erin Berry
Mr. David Cook
Mrs. Shirley Jackson
Mrs. Portia Tate
Mr. Bryan Woodruff

SPECIAL PRESENTATIONS

Dr. Stephens recognized Ken Demetriou, Director of Operations. Ken will retire from BCS at the end of the month. He served 37 years at Bartlett High School and Central Office with 47 years in education. He will be missed. Dr. Stephens presented a plaque from BCS earlier today for his many years of service.

Dr. Stephens recognized Principal John McDonald. John will retire from BCS at the end of the month. He served 41 years in education. He was the first principal of the newly created Ninth Grade Academy (2014). He will be missed. Dr. Stephens presented a plaque from BCS earlier today for his many years of service.

Superintendent Evaluation 2019-2020

Kari Shoopman, General Counsel reviewed the 2019-2020 Performance Evaluation for Dr. David Stephens, Superintendent of Bartlett City Schools.

Superintendent of Schools	
Overall Evaluation Score	
2019-2020	
Section I Qualitative:	
Appendix A-Administrator Survey	4.87 X 15 % = .73
Appendix B-Board Observational Data	4.91 X 85 % = 4.17
OVERALL EVALUATION SCORE:	4.90

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

Ms. Erin Berry made the motion to approve the agenda. Ms. Portia Tate seconded the motion. With all ayes, the agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

May 28, 2020 Business Meeting Minutes

The approval of the May 28, 2020 Business Meeting Minutes passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson. With all ayes, the Minutes were approved.

REPORTS

Chairman's Report

Chairman David Cook stated that he continues to have many conversations with Dr. Stephens regarding all of the special planning required for the COVID-19 crisis.

June 9: Attended the virtual Mayor and Board of Alderman meeting along with Dr. Stephens and CFO Teresa Winter to approve our BCS budget

Superintendent's Report

Dr. Stephens updated the Board on the following items:

The BCS CARES Act application has been approved. Purchases to begin the school year will be brought before the Board at a later date.

I am in close contact with other municipal superintendents and and Mayors. There is a weekly Superintendent and Mayor meeting with Shelby County Health department in order to open schools safely. Earlier today I attended a two hour meeting with all mayors and superintendents including Shelby County with the Shelby County Health Department.

Our goal is to have a reopening plan finalized for release in mid-July. The Tennessee Department of Education is not waiving the 180 day requirement or 6.5 days of instruction which creates challenges. We are applying for additional waivers. TDOE will release the continuous learning template tomorrow.

These are opportunities for us to be innovative. Our goal is to open schools safely with as many kids as possible. The two things we must do, keep our kids safe and offer them a great education.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

The May 2019-2020 Financial Reports were accepted by the Board. It is a non-voting item.

UNFINISHED BOARD BUSINESS

No unfinished business.

BOARD ACTION ITEMS

New Board Business

Election of Chairman

The nomination of Mr. David Cook as Chairman for the 2020-2021 school year passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Abstain, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

Mr. David Cook was elected to serve as the Board Chairman beginning July 1, 2020 for a one-year term ending June 30, 2021.

Election of Vice-Chairman

The nomination of Mr. Bryan Woodruff as Vice-Chairman for the 2020-2021 school year passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Abstain

Mr. Bryan Woodruff was elected to serve as the Vice-Chairman beginning July 1, 2020 for a one-year term ending June 30, 2021.

Election of Tennessee Legislative Network Representative (TLN)T

The nomination of Mrs. Shirley Jackson as Tennessee Legislative Representative for the 2020-2021 school year passed with a motion by Mr. David Cook and a second by Mr. Bryan Woodruff.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Abstain, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

Ms. Shirley Jackson was elected to serve as the Tennessee Legislative Network Representative (TLN) beginning July 1, 2020 for a one-year term ending June 30, 2021.

FY2021 Consolidated Application for IDEA/ESEA Funding for 2020-2021

The FY2021 Consolidated Application for IDEA/ESEA Funding for 2020-2021 passed with a motion by Ms. Erin Berry and a second by Mr. Bryan Woodruff.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

2020-2021 BCS Differentiated Pay Plan

2020-2021 BCS Differentiated Pay Plan passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

2020-2021 BCS Teacher Pay Scales

The 2020-2021 BCS Teacher Pay Scales passed with a motion by Mrs. Portia Tate and a second by Mr. Bryan Woodruff.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

Policy 5036: Social Media NEW ONE READING

Mr. Bryan Woodruff made the motion to suspend the rules and allow the approval of policy on one reading. Mrs. Shirley Jackson seconded the motion. With all ayes the motion passed.

The New Policy 5036: Social Media passed on one reading with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

Memorandum of Understanding (MOU) between Southwest Tennessee Community College and Bartlett City Board of Education

The Memorandum of Understanding (MOU) between Southwest Tennessee Community College and Bartlett City Board of Education passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

Memorandum of Understanding (MOU) between Archon Academy and Bartlett City Board of Education

The Memorandum of Understanding (MOU) between Archon Academy and Bartlett City Board of Education passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

Memorandum of Understanding (MOU) between Youth Villages and Bartlett City Board of Education

The Memorandum of Understanding (MOU) between Youth Villages and Bartlett City Board of Education passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

Memorandum of Understanding (MOU) between Lakeside and Bartlett City Board of Education

Memorandum of Understanding (MOU) between Lakeside and Bartlett City Board of Education passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Portia Tate.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

Second Renewal of the Clinical Affiliation Agreement with UTHSC

The Second Renewal of the Clinical Affiliation Agreement with UTHSC passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Portia Tate.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

Resolution 7-9 General Fund, Federal Fund, and Discretionary Fund Budget Amendment

Resolution 7-9 General Fund, Federal Fund, and Discretionary Fund Budget Amendment passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

ADJOURNMENT

The meeting adjourned at 5:48 p.m.

David M. Cook II, Chairperson

Dr. David A. Stephens, Superintendent



Attendance Plan for Truancy

I. Unexcused absence

- a. An unexcused absence is an absence that does not meet the standard as defined in BCS Policy# 6047.
- b. **Five (5) unexcused check-ins will equal one (1) unexcused absence.** An unexcused check-in will result when a student checks in twenty (20) minutes or more after the beginning of the school day without an adequate excuse.

II. Progressive Truancy Intervention Plan

a. Three (3) unexcused absences

- The school will send a letter to the parent.
- Use the parent letter provided by the district (Truancy Parent Letter – 3 Unexcused Absences).

b. Tier I and II Support (Combined)

- This is triggered at five (5) unexcused absences.
- The attendance supervisor will serve written notice that the student's attendance at school is required by law.
 1. E-mail the letter to the parent.
 2. Copy the principal and/or school truancy designee on the e-mail.
Note: Further written notice will be triggered at ten (10) and fifteen(15) unexcused absences.
- **Interventions at the school level:**
 1. Conference in-person with the parent/guardian and the student.
 2. Attendance contract:
 - a. Individualized assessment (See Item #3 below.)
 - b. Specific attendance expectations
 - c. Penalties for additional unexcused absences
 - d. Time period for the contract (Recommend a minimum of 30 days and a maximum of 90 days.)
 - e. Date of first regularly scheduled follow-up meetings. (Recommend first meeting within two weeks of the conference.)
 - f. Signatures of the parent/guardian, student, and school designee.
 3. Individualized assessment for reasons of absenteeism:
 - a. What is the cause of the problem?
 - b. How may the school/district assist with attendance?

Note: All conferences will be entered into PowerSchool.

c. Tier III Support

- This is triggered after the parent-school conference and the parent's non-compliance with the attendance contract.
- The school will complete a referral and forward it to Student Services for evaluation.

- If necessary, the Attendance Supervisor and/or District Social Worker will meet with the student and/or the student's family to develop interventions to address the family/student's individual needs.

d. Referral to Juvenile Court

- If the intervention plan fails to address the attendance issue, the district will report the student and parent/guardian to Juvenile Court.
- The parent will receive written notice about the referral to Juvenile Court.
- The referral to Juvenile Court must include a letter from the school that certifies the following:
 1. The school has applied the district's truancy intervention plan.
 2. The truancy interventions have failed to address the student's attendance.

III. Truancy Contact Log

The school must exhaust all measures to contact the parent/guardian in order to schedule a conference. If all attempts have been made and the parent has not responded, then the school will complete the referral form and forward it with the truancy contact log and other supporting documentation to Student Services.

IV. Parent/Guardian Refuses to Meet

The school will attempt to schedule a conference with the parent/guardian. If the parent/guardian refuses to meet, then reference TN House Bill No. 2376 which requires "... a conference with the student and the parent, guardian, or other person having control of the student." The school will document the parent/guardian's refusal to meet and proceed to Tier III.

V. Suspension

Neither in-school suspension nor out-of-school suspension may be used as part of the attendance contract.

Revised 7-1-19

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District Application Signature Page

District/Consortium

Bartlett City Schools

We certify our district/consortium's commitment to the coordinated school health (CSH) model and implementation of the project coordination and improvement activities described in this district application. We further certify the administration's active support and commitment to employing a qualified, experienced individual to serve as coordinator/supervisor for school health; sustaining a coordinated school health initiative according to state CSH standards and guidelines, including the organization and support of an advisory council, staff coordinating council and healthy school teams; adoption/revision of appropriate school district policies to promote overall school health improvement goals and the integration of school health components; coordination of CSH efforts with other school health related projects in the school system; adherence to the CSH Scope of Services; maintenance of base expenditures in the eight coordinated school health components; and support of continuing professional development of CSH staff and compliance with all state and federal laws and regulations as indicated on the attached compliance addendum page.

District Application Signature Page

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CSH Scope Of Services

The district/consortium will meet the following requirements during this and subsequent school years:

- Ensure compliance with state CSH Standards and Guidelines.
- Employ a full-time coordinator/supervisor of school health at the district level for school systems with 3,000 or more students. School systems with fewer than 3,000 students may choose to employ a part-time coordinator. The coordinator/supervisor position in both cases will be in addition to other school health component staff and school system coordinator/supervisor positions.
- For coordinators, co-coordinators and assistants who are not full-time CSH staff, salaries must be reflective of the percentage of time spent on CSH responsibilities.
- Conduct health screenings and submit required data via the data collection tool.
- If selected, participate in the high school Youth Risk Behavior Surveillance System (YRBSS) which includes the Youth Risk Behavior Survey in odd-number years and the School Health Profiles in even-number years. Schools are randomly selected to participate.
- Utilize CDC's School Health Index as the district's CSH assessment and planning tool.

- Maintain a local system and process for evaluation by developing and implementing an action plan.
- Submit progress reports as requested by the Tennessee Department of Education.
- Maintain base expenditures in the eight school health components.
- Develop, support and sustain an active school health advisory council (SHAC), a staff coordinating council on school health and individual healthy school teams (HST).

- Orient and train administrators, teachers and other school personnel on the CSH model as needed.
- Engage in partnerships with the county health council and other community organizations/agencies concerned with the health and wellness of students and staff.
- Seek additional external funding/in-kind support for CSH.

Director of Schools

David A. Stephens

Director of Schools Date

05/21/2020

Complete



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CSH District Compliance Addendum 2019-2020 School Year

Instructions: The section is to be completed by the director of schools.

The following list contains required coordinated school health (CSH) compliance items. Please indicate your commitment to follow these compliance items as a prerequisite for receiving coordinated school health funding. This list will be used to monitor the district/consortium's coordinated school health initiative. Additionally, the director's electronic signature is required on this form.

District/consortium:	Bartlett City Schools
If consortium, identify fiscal agent:	NO ANSWER PROVIDED
Requirements of the "Standards and Guidelines" for Tennessee Coordinated School Health, (TCA §49-1-1002, TCA §49-1-1022) including maintenance of expenditures for all school health components on a year-to-year basis.	Check
Requirements of TCA §49-6-1021 regarding the implementation of physical activity on a weekly basis for grades K-12.	Check
Requirements of TCA §49-6-1005(a), TCA §49-6-1008, , TCA §49-6-1301, TCA §49-6-1302, TCA §49-6-1303, TCA §49-6-1304, TCA §49-6-1305, TCA §49-6-1306, TCA §49-6-1307, and TCA §68-1-1205 regarding Family Life Curriculum and any aspect of family planning in schools.	Check
Requirements of TCA §49-50-1602 and the guidelines of the State Board of Education, the Tennessee Department of Education and the Tennessee Department of Health regarding using health care professionals in a school setting.	Check

CSH District Compliance Addendum 2019-2020 School Year

Instructions: The section is to be completed by the director of schools.

The following list contains required coordinated school health (CSH) compliance items. Please indicate your commitment to follow these compliance items as a prerequisite for receiving coordinated school health funding. This list will be used to monitor the district/consortium's coordinated school health initiative. Additionally, the director's electronic signature is required on this form.

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Requirements of TCA §49-6-1005(a), TCA §49-6-1008, , TCA §49-6-1301, TCA §49-6-1302, TCA §49-6-1303, TCA §49-6-1304, TCA §49-6-1305, TCA §49-6-1306, TCA §49-6-1307, and TCA §68-1-1205 regarding Family Life Curriculum and any aspect of family planning in schools.	Check
Requirements of TCA §49-50-1602 and the guidelines of the State Board of Education, the Tennessee Department of Education and the Tennessee Department of Health regarding using health care professionals in a school setting.	Check
Requirements of TCA §49-3-359 regarding the employment or contracting of school nurses at the ratio of at least one full-time school nurse per district/consortium and additional positions as determined through the Basic Education Program (BEP) funding formula.	Check

Requirements of TCA §63-7-101 through §63-7-116 and Administrative Rules regarding the professional practice of nurses, including the supervision of school nurses by a Registered Nurse, Certified Nurse Practitioner and/or Physician.

Check

Requirements of TCA §49-5-302 with regard to school counseling programs and TCA §49-6-303 regarding the employment of licensed school counselors and the professional practice of school counselors.

Check

All individuals employed, contracted and/or otherwise engaged in providing professional services in any of the components of CSH initiative are qualified and licensed according to state laws and regulations.

Check

The district/consortium will participate in other school health related state initiatives, including but not limited to: the School Health Index, Youth Risk Behavior Survey (YRBS), Student Information Emergency Form(s), School Health Profiles, EPSDT, student health information plans, annual Health Services Survey, and the annual school health screenings.

Check

The district/consortium will support the participation of the CSH Coordinator and specified team members in state designated training, professional development, meetings and conferences. Including the CSH coordinator attending all mandatory CSH training events, including quarterly regional meetings and annual CSH institute.

Check

The district/consortium will promote and comply with all national, state and local laws, rules, policies and procedures for students, staff and school facilities.

Check

The district/consortium will utilize school health materials and resources recommended by the Tennessee Department of Education's Office of Coordinated School Health as well as other materials that are research- based.

Check

CSH staff will develop collaborations with parents, community, businesses and higher education.

Check

District/consortium personnel will partner with students to achieve CSH goals. Check

District/consortium personnel will partner with local county health council to achieve CSH goals. Check

The district/consortium will analyze and update as needed current school curricula and programs for correlation with the state standards for Health Education (K-8), Lifetime Wellness (9-12) and School Counseling (PreK-12). Check

District/consortium will abide by the TDOE CSH finance policy and all CSH expenditures must support the district's CSH action plan goals and/or address nutrition, physical activity and/or comprehensive health education. Check

Requirements of TCA §49-1-1004 regarding local matching funds in order to be eligible to receive CSH funds. Check

Director of Schools

Director of Schools Signature

David Stephens

Director of Schools Signature Date

06/11/2020

Complete



POLICY 3009: Mail and Delivery Services

Political materials, materials promoting illegal or unethical activity, materials defined by a reasonable person as obscene, and materials racist, sexist, or otherwise impermissibly discriminatory in nature shall not be distributed through the ~~Bartlett City Board of Education's~~ BCS mail system, ~~BCS social media~~, or ~~through any Bartlett City Board of Education~~ BCS owned or issued electronic devices. The BCS mail system includes, but is not limited to, electronic mail, websites, messaging platforms, and district network. Such BCS devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants, and computers, electronic mail, instant messaging, text messaging and websites. All materials distributed through district issued mail systems or devices shall be shared consistent with BCS Acceptable Use procedures and Policy 5037 Social Media.

POLICY 5004: Health Examinations/Communicable Diseases

All employees, after an offer of employment has been made and prior to entering service, shall present a certificate of health showing a satisfactory health record ~~and fitness to perform the essential functions of the job.~~¹[SK1]

Whenever there is reason to believe that an employee has or may have contracted a communicable disease, ~~such~~The Superintendent shall also require any employee ~~shall~~to submit to a physical health examination ~~whenever there is reason to believe that the employee has or may have contracted a communicable disease.~~² Any employee suspected of having a communicable disease which might endanger the health of BCS students and/or staff may be reassigned or excluded from work pending investigation or final disposition of the case before the Board.³

~~No employee who has a communicable disease shall perform his or her duties in any location where such might endanger the health of school children. An employee shall report a positive diagnosis of a communicable disease to the Superintendent BCS Director of Human Resources as quickly as practicable but no later than within 72 hours after receipt of a positive diagnosis of a communicable disease such notice.~~ No employee who has a communicable disease shall perform his or her duties in any location where such might endanger the health of BCS students or staff.⁴ ~~The National Centers for Disease Control and Prevention shall be the definitive authority on the identification and transmission of communicable diseases.~~

~~Any employee suspected of having a communicable disease which might endanger the health of school children may be reassigned or excluded from work until documentation from the examining physician certifies the employee's fitness for duty.~~⁵

~~To assist in making final disposition of the case, the Superintendent may refer the case to the Shelby County Health Department or other medical experts. The physician's written report shall be used to determine the employment status of the employee.~~

¹ T.C.A. §49-5-404; TRR/MS 0520-1-3-.08(2)(f)

² T.C.A. §49-2-203(b)(2); ~~T.C.A. §49-5-710(a)(7);~~ T.C.A. §49-5-404

³ T.C.A. §49-5-511(a)(3)

⁴ T.C.A. §49-5-404

⁵ T.C.A. §49-5-511(a)(3)

POLICY 5014: Long Term Leaves of Absence

Extended leaves of absence include those after all other applicable entitled leaves have expired or are impermissible. Examples include, but may not be limited to, extended leaves due to military service, legislative service, maternity, adoption, recuperation of health including medically supervised isolation and/or quarantine, educational improvements, or other sufficient reason.

All requests for extended leave shall be made in writing to the Superintendent. Requests shall be made at least thirty (30) days in advance (except in the case of an emergency) on forms provided by the Superintendent. The thirty (30) day notice may be reduced or waived by the Superintendent upon submission of a certified statement by a physician.¹ The application for leave forms shall require:

1. A description of the type of leave requested;
2. The requested dates for beginning and ending the leave; and
3. A statement of intent to return to the position from which leave is granted.²

The Superintendent shall act upon the request within fifteen (15) working days. The applicant shall be notified of the Superintendent's action, including the beginning and ending dates of any granted leave, in writing.³

All leave granted in conformance with this policy shall be without pay except as may be covered by accumulated leave in the case of maternity and recuperative leaves.⁴ All long-term leaves except military leave shall be from a specific date to a specific date. However, any leave may be extended by the Superintendent upon written request from the employee. Employees shall have the opportunity to continue participation, at their own expense, in group insurance plans subject to restrictions of the insuring carrier.

Positions vacated for less than twelve (12) calendar months by teachers on leave shall be filled with an interim teacher during the period of leave. If the teacher returns within twelve (12) calendar months, the interim shall relinquish the position. If the leave exceeds twelve (12) months, the teacher shall be placed in a comparable position upon return. A reasonable accommodation may be explored for an employee who cannot return to work following twelve (12) months of leave due to a disability.

Any teacher on leave shall notify the Superintendent at least thirty (30) calendar days prior to the date of return if the teacher does not intend to return to the position from which he or she is on leave. Failure to give such notice will be considered breach of contract. Certified employees on extended leaves of absence may not accept employment elsewhere.

Recuperation of Health Leave

¹ T.C.A. §49-5-702

² T.C.A. §49-5-702

³ T.C.A. §49-5-703

⁴ Federal Family and Medical Leave Act of 1993; T.C.A. §4-21-408; T.C.A. §49-5-710

With regard to leaves of absence for the recuperation of health, the thirty (30) calendar day notice may be waived or reduced by the Superintendent upon submission of a certified statement by a physician. If the physician is unable to provide an estimated date of return, the leave will be granted for no more than eight (8) weeks for certified employees and four (4) weeks for classified employees; at which time the employee will be required to request an extension.

Unless required by law or other BCBE policy, the employee returning from leave may or may not return to the same position depending upon district needs. If leave for a classified employee exceeds twelve (12) months, the employee is not guaranteed a position, as such roles are dependent upon job availability and business needs. A reasonable accommodation may be explored for an employee who cannot return to work following twelve (12) months of leave due to a disability.

POLICY 5015: Assignment and Transfer

ASSIGNMENT

The Superintendent shall assign all educators and other school personnel to BCS schools ~~the various schools or departments~~ by June 15 ~~the~~ preceding the school year for which such persons are to be employed ~~while allowing each principal or immediate supervisor to assign more specific responsibilities within each school.~~¹

~~The Superintendent shall make a~~Assignment decisions ~~of employees shall be made by the Superintendent based on the recommendation of the appropriate division director and/or building principal. The assignment shall be determined by the~~ applicant's training, experience, and ability to perform the duties of the position ~~and inconsistent with~~ the needs and best interest of the ~~schools~~district. Such assignments may include telework responsibilities consistent with Policy 5036.

Extra assignments for which supplements are provided and upon which initial employment was based may not be relinquished in part by the employee without the approval of the person making the assignment. Other assignments for which supplemental salary is provided shall be made on an annual contract basis.

It is the duty of the Principal to make decisions regarding the specific duties of all personnel assigned to the school under the Principal's care.² Such duties do/do not/may/may not include assignment of telework responsibilities consistent with Policy 5036.

TRANSFER (Move from One School or Administrative Unit to Another)

The Superintendent shall transfer employees as necessary for the efficient operation of the ~~schools~~district.³ In his or her sole discretion, the Superintendent may transfer employees from one location to another, from one work assignment to another, or from one condition to another.⁴ Such ~~t~~Transfers shall be consistent with applicable law and Board policy and shall not be made in a discriminatory, arbitrary, or capricious manner.

~~non-discriminatory and shall not be arbitrary or capricious.~~The Superintendent is responsible for developing ~~and disseminating~~ procedures for transfers.

~~All employees transferred shall receive written notification of the transfer with reason(s) prior to the transfer.~~

~~Transfers shall be made in accordance with Board policy and state law.~~

REASSIGNMENT (Move to Another Assignment Within the Same School or Administrative Unit)

¹ T.C.A. §49-2-301(b)(1)(L); T.C.A. §49-5-401

² T.C.A. §49-2-303(b)

³ T.C.A. §49-2-301(b)(1)(EE); T.C.A. §49-5-510; T.C.A. §49-2-303(b)(3)

⁴ T.C.A. §49-5-510

~~Reassignments shall be non-discriminatory and shall not be arbitrary or capricious. Employees shall be reassigned as necessary for the efficient operation of the schools. The Superintendent is responsible for developing and disseminating procedures for reassignments.~~

~~Reassignments shall be made by the employee's immediate supervisor with approval by the Superintendent.~~

Bartlett City Board of Education		5034
Descriptor Term: SUBSTITUTE TEACHERS	Descriptor Code: Personnel	Issue Date: 07/24/2014
	Rescinds:	Revised:

1 Substitute teachers are those teachers used to replace teachers on leave or to fill
2 temporary vacancies.¹ Substitute teachers may be employed and paid directly by the
3 Bartlett City Board of Education or by a third party public or private employer through an
4 agreement between such third party employer and the Board. Substitute teachers
5 employed by third party entities shall be subject to the same unemployment benefit
6 eligibility conditions as substitute teachers employed directly by the Board.²

7 Application/Qualifications

8 Criminal history record checks and fingerprinting of applicants for substitute teaching are
9 required.³

10 Applicants with revoked licenses or certificates according to the Department of Education
11 shall not be hired.⁴

12 Qualifications for substitute teachers shall be determined by the Superintendent in
13 compliance with state laws and regulations.

14 A list of substitute teachers will be prepared by the Superintendent or his/her designee,
15 who will maintain files which may include transcripts, credentials, recommendations, and
16 other pertinent information.

17 Compensation

18 If employed directly by the Bartlett City Board of Education, the compensation of
19 substitute teachers shall be determined annually by the Board.

20 Certification

21 When substituting for a regular teacher who has been absent for twenty (20) consecutive
22 days, a substitute teacher must possess a teaching certificate with endorsement in the

¹ TRR/MS 0520-1-2-.04(6)

² T.C.A. §49-5-709

³ T.C.A. §49-5-413

⁴ T.C.A. §49-2-203(a)(15)

1 discipline(s) to be taught.⁵ When substituting for a teacher without sick leave, the
2 substitute shall be certified and paid according to the state salary schedule.

3 Retired teachers may substitute one-hundred twenty (120) days per year without loss of
4 retirement benefits, and may substitute for additional ninety (90) days if the
5 Superintendent certifies in writing to the State Board of Education that no other qualified
6 personnel are available to substitute teach.⁶

7 Emergency Needs

8 All teacher aides, secretaries, and clerks are approved substitute teachers for use in
9 emergency situations. Emergency use shall be defined as less than a full day due to the
10 regular or substitute teacher being unable to arrive on time or remain for the full day. Said
11 substitutes shall receive the proportionate equivalent salary regular substitute teachers
12 would receive under similar circumstances or their regular salary, if higher; however, they
13 shall not receive pay for both positions at the same time. **In times of extreme emergency,
14 including public health crisis, natural disaster, or other emergency which threatens the
15 health or safety of students, staff, or school property, all teacher aides, secretaries, clerks,
16 and other suitable persons are approved substitute teachers until such time as a regular
17 or substitute teacher may be found.**

18 Training and Orientation

19 The Superintendent shall be responsible for ensuring that there are appropriate training
20 and development programs for substitute teachers.

21 Responsibilities

22 Substitute teachers shall assume the same responsibilities as the regular teacher,
23 including, but not limited to, bus duty and playground supervision.

24 Re-Employment and Termination

25 On an annual basis, the Superintendent, with input from the principals, shall determine
26 which substitute teachers performed at an acceptable level. Substitute teachers who
27 performed below an acceptable level shall not be re-employed.

28 All substitutes shall be responsible for providing correct addresses and phone numbers
29 and for notifying the principal and/or third party employer if they wish to terminate their
30 service as substitutes.

⁵ T.C.A. §49-3-312; TRR/MS 0520-1-2-.04(b)

⁶ T.C.A. §8-36-805(1)-(3)

Policy 5038 – Families First Coronavirus Response Act

Under the Families First Coronavirus Response Act (FFCRA), this policy will be in effect until December 31, 2020 or until the extended expiration date of such Act, whichever shall occur later.¹

The Superintendent or his/her designee shall post notice of FFCRA requirements and create any necessary administrative procedures to implement the Act. Employees should seek clarification from the Director of Human Resources or his/her designee if they have questions regarding the total amount of leave and pay available to them under this Policy.

Paid Sick Leave

Employees are entitled to up to two (2) weeks of paid sick leave if they are unable to work or telework because the employee:²

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to or advised to quarantine or isolate due to COVID-19. The individual must be someone with a personal relationship to the employee;
5. Is caring for his/her son or daughter whose school or place of care is closed, or person who regularly provides childcare is unavailable, for reasons related to COVID-19 and no other suitable person is available to care for the child during the requested period of leave. Son or daughter is defined as biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care because of a mental or physical disability; or
6. Is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

This paid leave may not exceed the amount capped by federal law and may be taken if there is work available for the employee to complete and the employee is unable to work or telework for one of the above reasons. Such leave is in addition to any paid leave that an employee may already be entitled to (existing sick leave). Employees are not required to exhaust any other paid leave benefit in order to utilize this new category of paid sick leave.

Expanded FMLA Leave

Full-time or part-time employees who have been on the payroll for thirty (30) calendar days prior to the beginning of the leave are eligible for expanded FMLA leave (EFMLEA). This includes employees who were laid off or terminated after March 1, 2020, who had worked for the

¹ Families First Coronavirus Response Act, Pub. L. No. 116-127, §§3102, 5101, *et seq* (2020)

² 29 CFR §826.20(a); 29 CFR §826.21; 29 CFR §826.30(a)

district for at least thirty (30) of the prior sixty (60) calendar days and were subsequently rehired or otherwise employed by the district.³

Under the FFCRA, an employee qualifies for EFMLEA leave if the employee is unable to work or telework due to the need to care for his/her son or daughter because of a school or child care facility closure or because the person who regularly provides child care is unavailable for reasons related to COVID-19.⁴ In these circumstances, a son or daughter is defined as biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care because of a mental or physical disability.

Qualifying employees may take twelve (12) weeks of EFMLEA leave.⁵ The amount of leave available may be impacted by any prior use of FMLA.⁶

The first ten (10) days of EFMLEA leave shall be unpaid, however, an employee may choose to take any existing leave benefit during this time. After ten (10) days, EFMLEA leave is paid at two-thirds (2/3) the rate of the employee's regular rate of pay, unless he/she chooses to utilize accrued sick leave or annual leave to cover those days or the amount is capped by federal law.⁷

³ 29 CFR §826.30(b); Coronavirus Aid, Relief, and Economic Security Act (CARES Act), §3605 (2020)

⁴ 29 CFR §826.20(b)

⁵ 29 CFR §826.23

⁶ 29 CFR §826.23(b); 29 CFR §826.70

⁷ 29 CFR §826.24

POLICY 6002: Student Discrimination, Harassment, Bullying, and Cyber-bullying and Intimidation

The Bartlett City Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹

This policy shall cover behaviors of students and employees while on school property, at any school-sponsored activity, engaged in any online or virtual learning activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

DEFINITIONS

Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
3. Causing emotional distress to a student or students; or
4. Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Bullying may be further described as unwanted aggressive behavior(s) by another student who is not a sibling or current dating partner that involves an observed or perceived power imbalance and is ongoing or highly likely to be repeated.²

Cyber-bullying - 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, computers, text messaging, emails, social networking sites, instant messaging, videos, and websites.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone

¹ T.C.A. §49-6-4504

² *Bullying Surveillance Among Youths: Uniform Definitions for Public Health and Recommended Data Elements, Version 1.0*. Atlanta, GA; National Center for Injury Prevention and Control, Centers for Disease Control and Prevention and U.S. Department of Education; 2014.

or tolerate hazing activities.³ “Hazing” does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

REPORTING COMPLAINTS

Alleged victims of the above-referenced offenses or any student who has witnessed an act of harassment, intimidation, bullying, or cyberbullying shall report these incidents immediately to a teacher, school counselor, or school building administrator.⁴ Any BCS employee who witnesses an act of harassment, intimidation, bullying, or cyberbullying shall report the conduct to the Principal. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to a school teacher, school counselor, or building administrator. All such reports shall be immediately reported to the Principal.

Reports of harassment, intimidation, bullying, or cyberbullying may be made anonymously to any teacher, school counselor, school administrator, or member of Student Services. All such reports shall be immediately communicated to the Principal. Formal disciplinary action may not be taken against a student based solely upon an anonymous report.

INVESTIGATING COMPLAINTS

The Principal or Assistant Principal at each school shall be responsible for investigating and resolving complaints of harassment, intimidation, bullying, or cyberbullying. The Principal or Assistant Principal shall commence the investigation within forty-eight (48) hours of receipt of the report, unless the need for more time is appropriately documented. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report, unless the need for more time is appropriately documented. Within forty-eight (48) hours of the findings being complete, the Principal or Assistant Principal shall inform the parent/guardian of the student(s) involved in any act of harassment, intimidation, bullying, or cyberbullying of the investigation findings and whether corrective action was taken.

Upon the determination of a violation of this Policy, the Principal or Assistant Principal shall immediately inform the parent/guardian of the student’s involvement in an act of harassment, intimidation, bullying, or cyberbullying. The Principal or Assistant Principal shall inform the parent/guardian of the availability of counseling and support services by school counselors if necessary.

Following any investigation, the Principal or Assistant Principal shall report the findings of the investigation along with disciplinary action taken to the Superintendent and Board Chairman.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. An employee found to have engaged in retaliation shall be subject to disciplinary action up to and including termination. A student found to have engaged in retaliation shall be disciplined in accordance with Bartlett City Schools discipline policies and procedures.

³ T.C.A. §49-2-120

⁴ [T.C.A. §49-6-4505\(b\)](#)

Falsely accusing another person of having committed an act prohibited under this Policy as a means of harassment, intimidation, bullying, or cyberbullying is prohibited and is itself a violation of this Policy. The consequences and appropriate remedial action for a person found to have knowingly falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion. The consequences for an employee found to have knowingly falsely accused another include employee discipline up to and including termination.

CONSEQUENCES

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action ~~up to and including suspension~~ consistent with Bartlett City Schools discipline policies and procedures.

An employee disciplined for violation of this Policy may appeal the decision by contacting the Federal Rights Coordinator or the Superintendent. Any student disciplined for violation of this policy may appeal the decision in accordance with Bartlett City Schools disciplinary policies and procedures.

NOTIFICATION AND TRAINING

This policy shall be disseminated annually to all school staff, students, and parents via employee and student handbooks and the BCS website. The Federal Rights Coordinator shall be responsible for ensuring that all school staff, students, parents are notified of this Policy. Further, the Federal Rights Coordinator shall be responsible for ensuring the education of students and parents and the training of school staff as to the definition, prevention, intervention, and recognition of harassment, intimidation, bullying, and cyber-bullying.

At the beginning of each school year, the Federal Rights Coordinator shall make available to students and parents information relative to bullying prevention programs. Additionally, the Federal Rights Coordinator shall provide teachers and counselors a copy of this Policy along with information on its implementation, bullying prevention, and strategies to address bullying and harassment when it happens.

POLICY 6004: School Year / School Calendar

Each year, tThe Board ~~shall will~~ adopt, upon recommendation by the Superintendent, an official school calendar for ~~each the next~~ school year. The Superintendent shall annually present a calendar for the regular school year that shall be 200 days and scheduled as follows¹:

- A minimum of 180 classroom instruction days;
- Ten (10) days paid vacation for all certificated personnel;
- A minimum of five (5) days in-service education for all certificated personnel;
- One (1) day for teacher-parent conferences; and
- Four (4) discretionary days.

The calendar shall make provision for the opening and closing of school, ~~reflect the~~ in-service education ~~schedule~~, and ~~designate~~ other discretionary days assigned by the Board during the school year.² Consideration should be given to coordinating holidays and spring break with other school systems. Before final adoption, the proposed calendar may be distributed among school employees for suggestions.

Upon recommendation of the Superintendent, the calendar may be revised by the Board of Education due to inclement weather, public health emergency, or other similar considerations. When schools are closed due to emergencies or unforeseen circumstances, lost instructional time shall be made up to the required minimum unless otherwise approved by the State Department of Education.

¹ T.C.A. §49-6-3004(a)

² TRR/MS 0520-1-3-.02

Bartlett City Board of Education		6008
Descriptor Term: STUDENT COMMUNICABLE DISEASES	Descriptor Code: Student Services	Issue Date: 06/23/2014
	Rescinds:	Revised:

1 A “communicable disease” is an illness due to an infectious agent or its toxic products which is
2 transmitted directly or indirectly to a well person from an infected person or animal, or through the
3 agency of an intermediate animal host, vector, or inanimate environment.^[1] No student shall be
4 denied an education solely because of a communicable disease, and his/her educational
5 program shall be restricted only to the extent necessary to minimize the risk of transmitting the
6 disease.

7 Parents or guardians of infected students shall inform appropriate school officials of the infection
8 so that proper precautions for the protection of other students, employees, and the infected
9 student shall be taken.

10 No student with a communicable disease which may endanger the health of either
11 himself/herself or other individuals shall enter or remain in the regular school setting.¹ If a school
12 Principal has reason to believe a student has a communicable disease which may endanger the
13 health of either himself/herself or other individuals in the regular school setting, the Principal shall:

- 14 1. Notify the Coordinated School Health Specialist;
- 15 2. Assign the student to a setting which will protect other students, employees and the
16 student himself; or
- 17 3. Exclude the student from school until certification is obtained from a physician or the
18 Shelby County Health Department by either the parent or Principal stating that the
19 disease is no longer communicable.

20 “If the Principal has reason to believe that the student has a ~~long-term~~ communicable disease
21 identified by the Tennessee Department of Health’s Reportable Disease List, the Principal shall
22 require confirmation from a physician or the Shelby County Health Department as to the
23 student’s condition. If the student is confirmed to have a communicable disease, the Principal
24 shall exclude the student from school until all readmission procedures are completed in
25 accordance with the recommendations of the State Department of Health. ^[2]

26 ~~The Principal may request that further examinations...The names of all students excluded from
27 school under this policy shall be forwarded to the office of the Superintendent”~~

^[1] TRR/MS 1200-14-01-.01
¹ T.C.A. §49-2-203(b)(2); TRR/MS 0520-1-3-.08(2)(c)
^[2] TRR/MS 0520-1-3-.08(2)(c)

POLICY 6038: Discipline Procedures

The Board delegates to the Superintendent the responsibility of developing student codes of conduct appropriate for each school. Codes of conduct for students in Pre-Kindergarten or Kindergarten shall utilize alternative disciplinary practices, and exclusionary discipline shall only be used as a measure of last resort. The following categories of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties and apply to both in-person and remote learning activities.¹

STUDENT CONDUCT – Student Code of Conduct

(Offenses and Penalties by Category)

Infractions of Bartlett City Schools' codes of discipline listed below are grouped into categories according to the seriousness of the offense. This list is not intended to be exclusive or all inclusive and apply to conduct occurring both in-person and through remote learning activities.

Any Principal, principal-teacher, or assistant principal (herein Principal) may suspend/expel any student from attendance at school, specific classes, virtual classes, remote learning opportunities, school bus transportation, or any on or off campus school-related activity without issuing such student in-school suspension, for good and sufficient reasons including, but not limited to, the infractions listed below. For infractions not specifically listed below, school principals shall assign discipline in accordance with the category that appears to be comparable to the offenses specifically listed in the category.

Category A – State Zero Tolerance Offenses

1. Aggravated Assault resulting in serious bodily injury upon any teacher, principal, administrator, school resource officer, or any other school employee;
2. Unlawful possession, sale, or evidence of use of drugs/narcotics at school or at a school-sponsored activity;
3. Unauthorized possession of a firearm on school property or at a school sponsored activity.

Penalty for Category A Offenses

Expulsion/Suspension for 180

Notification will be made to law enforcement authorities. Any modification of this penalty can only be made by the Superintendent.

Category B

1. Possession of a knife or any potentially lethal weapon, taser, or explosive on school property or at a school-sponsored activity;
2. Evidence of drinking or possession of alcoholic beverages in school or at a school sponsored activity;

¹ T.C.A. §49-6-4012 - 4015

3. Off-campus criminal behavior resulting in a felony charge, when the behavior poses a danger to persons or property or disrupts the educational process;
4. Gang activities-Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language that is threatening and/or intimidating;
5. Evidence of use or possession of drug paraphernalia, substances for huffing, any substance under guise of it being a controlled substance or prescription drug, and/or medical preparations without proper medical authorization.
6. Possession, use or distribution of counterfeit money on school property or at any school sponsored activity.
7. Assault upon any student, teacher, principal, administrator, school resource officer, or any other school employee.
8. Continuous and/or severe Category C Offenses

Penalty for Category B Offenses

Out-of-School Suspension or Expulsion (11-180 day)

When appropriate, notification will be made to law enforcement authorities. Modification of this penalty can be made by the Superintendent or the Disciplinary Hearing Authority.

Category C

1. Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
2. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school-sponsored event;
3. Smoking and or the possession of tobacco products by students while in or on school, properties or under school's jurisdiction during school hours or while participating in a school-sponsored event;
4. Gang activities-any gang related activity not specified in Category B;
5. One (1) or more students initiating a physical attack or an individual student on school property or at a school-sponsored activity;
6. Malicious destruction of or damage to school property, including electronic media, or the property of any person attending or assigned to the school;
7. Stealing or misappropriation of school or personal property (regardless of intent to return);
8. Immoral or disreputable conduct;
9. Continuous and/or severe Category D Offenses

Penalty for Category C Offenses

In-School Suspension, ~~or~~ Out-of-School Suspension, or applicable suspension from remote

learning activities.

When appropriate, notification will be made to law enforcement authorities.

Category D

1. Open or continued defiant attitude or willful disobedience toward a member of school staff;
2. Vulgar, profane, immoral/disreputable or rude remarks or non-verbal action to staff member or fellow student;
3. Physical or verbal intimidation or threats to other students, including hazing;
4. Threatening bodily harm to another student, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
5. Fighting in or on school property unless, in accordance with state law, the principal recommends no disciplinary action for a student who is deemed to have acted in self-defense or defense of another;
6. Possession of mace or disabling sprays;
7. Inappropriate use of electronic media, including, but not limited to, all calls (land line, cellular or computer generated), instance messaging, text messaging, audio recording devices, iPods, MP3s or any type of electronic music or entertainment device, and cameras and camera phones;
8. Sexual, racial, ethnic, or religious harassment/discrimination;
9. Bullying, intimidation, and harassment
10. Refusal to produce an object identified by metal detectors;
11. Inciting, advising or counseling of others to engage in any acts in Categories A, B, or C
12. Continuous and/or severe Category E Offenses

Penalty for Category D Offenses

Parent-Principal Conference, Before/After School Detention/Saturday School, In-School Suspension, ~~or~~ Out-of School Suspension, or applicable suspension from remote learning activities.

Category E

1. Habitual and/or excessive tardiness;
2. Class cutting;
3. Intentional disturbance of class, cafeteria or school activities;
4. Leaving school grounds without permission;
5. Being in an unauthorized area with permission;
6. Tampering with grades or report cards;
7. Possession of lighters or matches;
8. Unauthorized use of beepers, cellular phones or other electronic communication devices during school hours.
9. Inciting, advising or counseling others to engage in any acts in Category D;
10. Dress code violation, including wearing, while on school grounds during the regular school day or while participating in remote learning activities, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

Penalty for Category E Offenses

Parent-Principal Conference, Before/After School Detention/Saturday School, ~~or~~ In-School Suspension, or applicable suspension from remote learning activities

ADDITIONAL GUIDELINES

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.
2. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.²
3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 - a. Pay any activity fee;
 - b. Pay a library or other school fine; or
 - c. Make restitution for lost or damaged school property.

² T.C.A. §49-6-3007(h)

POLICY 6047: Attendance

Attendance is a key factor in student achievement and therefore, students are expected to be present, either in-person or remotely, each day school is in session and distance learning activities are taking place. The ~~attendance supervisor~~ Director of Student Services [KS1] shall oversee the entire attendance program which shall include:¹

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.²

Student attendance records shall be given the same level of confidentiality as other student records. Unless otherwise required by law, oOnly authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.³

Absences for both in-person and distance learning activities shall be classified as either excused or unexcused as determined by the Pprincipal or his/her designee. Excused absences shall include absences due to:⁴

1. Personal injury or illness, which must be accompanied by physician verification after the accumulation of ten (10) absences;
2. Serious illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;⁵
6. Court summons, subpoena, order, or other legal requirement excluding absences related to a criminal or delinquent act pursuant to T.C.A. §37-1-134 and T.C.A. §37-1-1114(c);
7. Pregnancy;
8. A parent or legal guardian's service in the United States armed forces when deployed, returning, or granted rest and recuperation leave when requested in accordance with this Policy. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during the these absences.⁶
9. School-sponsored activities;
- ~~5-10.~~ School-endorsed activities; or
- ~~6-11.~~ Circumstances which in the judgment of the Pprincipal create emergencies over which the student has no control.

¹ TRR/MS 0520-1-3-.08(1)(a); T.C.A. §49-6-3006

² T.C.A. §49-6-3017(c)

³ T.C.A. §10-7-504; 20 U.S.C. §1232(g)

⁴ TRR/MS 0520-1-2-.17(1)(c)

⁵ ~~TRR/MS 0520-1-3-.03(16)~~; T.C.A. §49-6-2904

⁶ T.C.A. §49-6-3109

The ~~P~~principal shall be responsible for ensuring that:⁷

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

Students participating in school-sponsored activities whether on or off-campus shall not be counted absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher-supervised.⁸~~[SK2]~~

HOMEBOUND⁹

Students shall not be penalized for periods of hospitalization or homebound instruction.

If a student is unable to attend regular classes because of illness, injury or pregnancy and if the student has participated in a program of hospital or homebound instruction administered or approved by Bartlett City Schools, then the student shall not be penalized for grading purposes nor be denied course completion, grade level advancement or graduation solely on the basis of the student's absence from the regular classroom during the period of the hospital or homebound instruction.¹⁰

It is the policy of ~~Bartlett City School Board of Education~~the District that an adult be present in the student's home during the entire time the homebound teacher is present.

Any schoolwork that a student misses prior to homebound services beginning must be handled through the student's teachers. The homebound teacher is not responsible for grades prior to the start of homebound services.

TRUANCY¹¹

Truancy is defined as an absence for an entire school day, a major portion of the school day, or the major portion of any class, study hall, ~~or~~ activity, online course, or distance learning lesson during the school day for which the student is scheduled to attend in-person or remotely.

By the beginning of each school year, the Director of Student Services ~~[SK3]~~ shall furnish to the Principals of each school a list of students who will attend the school together with the names of the students' parents or guardians. After the opening of school, each Principal must report to the Superintendent or his/her designee the names of all students on the list furnished to the Principal who have not appeared for enrollment.

⁷ T.C.A. §49-6-3007

⁸ Attendance Accounting Procedural Manual, '11-'12 (0104), Minimum Standards and Guidelines, State Department of Education

⁹ T.C.A. §49-6-3002

¹⁰ T.C.A. §49-6-3002(b)

¹¹ T.C.A. §49-6-3007

Each Principal must report to the Superintendent the names, ages, and residences of all students in attendance at the school within thirty (30) days after the beginning of the school year.

By the beginning of each school year, the Principal shall give written notice to the parent, guardian, or person having control of a student subject to compulsory attendance that the parent, guardian, or other person having control of the student must monitor the student's school attendance and require the student to attend school. The written notice must inform the parent, guardian, or other person having control of a student, that a student who accumulates five (5) days of unexcused absences during the school year is subject to BCS's progressive truancy interventions and that continued unexcused absences may result in a referral to juvenile court. The five (5) days of unexcused absences need not be five (5) consecutive days of unexcused absences.

The Principal must report promptly to the Director of Student Services the names of all students who have withdrawn from school or who have accumulated three (3) days of unexcused absences. Upon a student's accumulation of ~~Students who are absent three~~ five (35) days without adequate excuse shall be reported to the Superintendent of schools who will, in turn, of unexcused absences, the BCS Director of Student Services or his/her designee shall serve upon the parent, guardian, or other person having control of a child subject to compulsory attendance who is unlawfully absent from school, ~~provide written notice to the parents/guardians of the student's absence~~ that the child's attendance at school is required by law.

Additionally, the Principal must report promptly to the BCS Director of Student Services, the names of all students who have withdrawn from school or who have accumulated five (5) days of unexcused absences. Each successive accumulation of five (5) days of unexcused absences by a student must also be reported.

When a student accumulates five (5) days of unexcused absences, the BCS Director of Student Services shall serve upon the parent, guardian, or other person having control of a child subject to compulsory attendance who is unlawfully absent from school, written notice that the child's attendance at school is required by law. The BCS Student Services Supervisor shall send a new notice after each successive accumulation of five (5) unexcused absences.

After a child has accumulated five (5) unexcused absences, and after given adequate time, as determined by the Director of Student Services, the child's parent, guardian, or other person having control of the child has failed to turn in documentation to excuse those absences, the BCS Director of Student Services shall implement the first tier of the Progressive Truance Intervention Plan adopted by the Board.

Any parent, guardian, or other person who has control of a child and who violates the State's truancy law, commits educational neglect, which is a Class C misdemeanor. Each day's unlawful absence constitutes a separate offense.¹² ~~The Superintendent shall also comply with state law regarding the reporting of truant students to the proper authorities. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.¹³~~

¹² T.C.A. §49-6-3009

¹³ T.C.A. §49-6-3201(c)

~~Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher-supervised.¹⁴~~

MILITARY SERVICE OF PARENT/GUARDIAN

~~If a student's parent, custodian, or other person with legal custody or control of the student is a member of the United States armed forces, including a member of a state national guard or a reserve component called to federal active duty, Principals shall give the student:~~

- ~~1. Students shall receive oneOne (1) excused absence for visitation when a member is deployed;~~
- ~~2. One (1) excused absence when the service member returns from deployment;~~
- ~~3. Excused absences for up to ten (10) days for visitations when the member iswith a parent/guardian upon deployment and return and up to ten (10) excused cumulative absences for visitation- granted rest and recuperation leave and is stationed out of the country; and~~
- ~~4. Excused absences for up to ten (10) days cumulatively within the school year for visitation during the member's deployment cycle.during a deployment cycle.~~

~~Total absences granted under items 3 and 4 above shall not exceed a total of ten (10) days within the school year. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment, and students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absenceshall be permitted to make up schoolwork missed during the these absences.¹⁵ School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during the these absences.¹⁶~~

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion.¹⁷ However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. ~~Procedures in due~~Due process procedures are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION

~~¹⁴ Attendance Accounting Procedural Manual, '11-'12 (0104), Minimum Standards and Guidelines, State Department of Education~~

~~¹⁵ T.C.A. §49-6-3109~~

~~¹⁶ T.C.A. §49-6-3109~~

~~¹⁷ T.C.A. §49-2-203(b)(7)~~

More than ten (10) consecutive or fifteen (15) reported unexcused absences in a semester by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

*CONSIDER INCLUDING PROVISIONS REGARDING MAKE-UP WORK (IF APPLIED IN THE SAME WAY ACROSS SCHOOLS). SEE ACS Policy