

BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING AGENDA

AUDITORIUM
5705 STAGE ROAD
BARTLETT, TN 38134

August 26, 2021
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. July 22, 2021 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
 - A. Policy 4012: Course Recovery REVISED SECOND READING
- X. BOARD ACTION ITEMS
 - A. New Board Business
 - 1. Uncollectable cafeteria charges
 - 2. Memorandum of Understanding (MOU) between Southwest Tennessee Community College and Bartlett City Board of Education
 - 3. [Memorandum of Understanding \(MOU\) for MobilEYES](#)
 - 4. Clinical Affiliation Agreement with UTHSC and Bartlett City Schools for Nursing Clinical Education
 - 5. Clinical Affiliation Agreement with Christian Brothers and Bartlett City Schools for Nursing Clinical Education
 - 6. [AEL Laboratories Letter of Agreement for COVID testing](#)
 - 7. Approval of the 2021-2022 Disciplinary Hearing Authority (DHA) Members
 - 8. 2021-2022 SAVE Act Assurances
 - 9. [Policy 4015: Textbooks REVISED FIRST READING](#)
 - 10. [Policy 4018: Temporary Virtual Education Program NEW FIRST READING](#)
 - 11. [Policy 4027: Interscholastic Athletics REVISED FIRST READING](#)
 - 12. [Policy 6031: Alternative School Programs REVISED FIRST READING](#)

13. Approval of School Support Organizations (SSO)
- XI. ADJOURNMENT

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

**AUDITORIUM
5705 STAGE ROAD
BARTLETT, TN 38134**

**July 22, 2021
7:00 PM**

INVOCATION AND PLEDGE OF ALLEGIANCE

Chairman Bryan Woodruff said a prayer. The Board and audience recited the Pledge of Allegiance.

CALL TO ORDER & ROLL CALL

Official Business of the Day

Chairman Woodruff called the meeting to order at 7:00 p.m. The following Board Members were present.

Ms. Erin Berry
Mr. David Cook
Mr. Brad Ratliff
Mr. Bryan Woodruff

Absent: Mrs. Shirley Jackson

SPECIAL PRESENTATIONS

For over a year, schools across Tennessee have stopped at nothing to shift operations and adapt their meal programs to curbside pick-up, home delivery, and classroom feeding. Tennessee's school nutrition teams are true heroes and have been on the frontlines since day one. School Nutrition Supervisor **Amy Tucker** was presented a plaque from No Child Hungry. The following Nutrition Managers were recognized and presented a certificate:

Linda Anagnos - Appling Middle School Nutrition Manager
Tomorra Young - Bon Lin Middle School Nutrition Manager
Marsha Stepney - Elmore Park Middle School Nutrition Manager
Marsha Scott - Bartlett Elementary School Nutrition Manager
Lela Bell - Rivercrest Elementary School Nutrition Manager
Sandra Snipes - Ellendale Elementary School Nutrition Manager
Shirley Hurd - Oak Elementary School Nutrition Manager
Pam Posey - Ninth Grade Academy Nutrition Manager
Dana Toler - Altruria Elementary School Nutrition Manager
Teressa White - Bon Lin Elementary School Nutrition Manager
Larry Young, Sodexo at Bartlett High School Nutrition Manager

Blount Smith was recognized for 50 years of service and dedication to Bartlett High School. She was employed at BHS from 1971-2021 as a Latin teacher. Principal Jones presented her a crystal plaque, framed picture of the school and a certificate.

Chairman Bryan Woodruff presented former **Chairman David Cook** an engraved crystal gavel from all the Board Members for his service as Chairman of the Board for the past two years, July 2019 thru June 2021.

PUBLIC COMMENT

Chairman Woodruff called for Public Comments regarding the Elementary and Secondary School Emergency Relief Fund (ESSER 3.0).

No public comments.

APPROVAL OF AGENDA

Chairman Woodruff pulled Agenda items Memorandum of Understanding (MOU) between Southwest Tennessee Community College and Bartlett City Board of Education and Memorandum of Understanding (MOU) between TCAT Memphis and Bartlett City Board of Education from the Agenda. Mr. David Cook made the motion to approve the amended agenda. Ms. Erin Berry seconded the motion. With all ayes, the amended agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

June 24, 2021 Business Meeting Minutes

The Business Meeting Minutes from June 24, 2021 passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Mrs. Shirley Jackson: Absent, Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

REPORTS

Chairman's Report

Chairman Woodruff met with CFO Teresa Winters updating financial documents in his new role as Chairman of the Bartlett City Board of Education. He had an interview with the Bartlett Express regarding the lack of a policy for masks in schools.

Superintendent's Report

- Ninth Grade Academy Construction is progressing. There was a delay in lights due to shipping but they will arrive early next week. Due to inspections and installation, we are moving the Academy B Ready Day to Friday Aug 6th.
- We are ready to go back to school. We are finishing up filling a few open positions. All teaching positions are filled.
- We are finalizing all COVID protocols with masks being recommended but not required. For the first 9 weeks, we are asking parents not to eat lunch with students. We will work with volunteers and visitors at schools. We will attempt to maintain 3 ft of distancing and maintain handwashing and have cleaning supplies for schools.
- Yesterday we met with all the administrators for Admin In-service at Bartlett High. A very good meeting and it was great to see everyone.
- BHS Community Ribbon Cutting Ceremony will be August 5th 3-6 pm at BHS

- Friday, August 6th B Family Day at BHS. Come and go lunch from 11:00 - 1:00 in the cafeteria. We will provide tours of the new BHS campus to our teachers and staff.
- We are excited and ready for year 8 of Bartlett City Schools.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

TLP Representative Brad Ratliff recently met with General Counsel Kari Shoopman. He has placed phone calls to local representatives.

Financial Report

The June 2021-22 Financial Report was accepted by the Board. It is a non-voting item.

UNFINISHED BOARD BUSINESS

No Unfinished Board Business

BOARD ACTION ITEMS

New Board Business

Policy 4012: Course Recovery REVISED FIRST READING

The First Reading of Revised Policy 4012: Course Recovery passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Mrs. Shirley Jackson: Absent, Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Behavior Services of the Mid-South Contract

The Behavior Services of the Mid-South Contract passed with a motion by Mr. David Cook and a second by Mr. Brad Ratliff.

Mrs. Shirley Jackson: Absent, Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Advance Therapy, LLC Contract

The Advance Therapy, LLC Contract passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Mrs. Shirley Jackson: Absent, Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Professional Audiological Services, Inc. Contract

Professional Audiological Services, Inc. Contract passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Mrs. Shirley Jackson: Absent, Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Therapy Travelers – Teacher of Visually Impaired

Therapy Travelers - Teacher of Visually Impaired passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Mrs. Shirley Jackson: Absent, Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

RCM Healthcare Services - Nursing Services

RCM Healthcare Services - Nursing Services passed with a motion by Ms. Erin Berry and a second by Mr. Brad Ratliff.

Mrs. Shirley Jackson: Absent, Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Third Renewal of the Clinical Affiliation Agreement with UTHSC

Third Renewal of the Clinical Affiliation Agreement with UTHSC passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Mrs. Shirley Jackson: Absent, Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

BCS Coordinated School Health District Application

BCS Coordinated School Health District Application passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Mrs. Shirley Jackson: Absent, Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Bartlett City Schools Attendance Plan for Truancy

Bartlett City Schools Attendance Plan for Truancy passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Mrs. Shirley Jackson: Absent, Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

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

Pulled from Agenda.

~~**Memorandum of Understanding (MOU) between TCAT Memphis and Bartlett City Board of Education**~~

Pulled from Agenda.

First 8, Memphis LLC Voluntary Pre-K Application

The First 8, Memphis LLC Voluntary Pre-K Application passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Mrs. Shirley Jackson: Absent, Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Shelby County Hazard Mitigation Plan

The Shelby County Hazard Mitigation Plan passed with a motion by Mr. David Cook and a second by Mr. Brad Ratliff.

Mrs. Shirley Jackson: Absent, Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Construction Management Contract for Ninth Grade Academy with Grinder, Taber, Grinder

The Construction Management Contract for Ninth Grade Academy with Grinder, Taber, Grinder passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Mrs. Shirley Jackson: Absent, Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

5 Year Capital Improvement Plan

Superintendent Dr. David Stephens presented the 5 Year Capital Improvement Plan to the Board.

The 5 Year Capital Improvement Plan passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Mrs. Shirley Jackson: Absent, Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

ADJOURNMENT

The meeting was adjourned at 7:50 p.m.

Bryan Woodruff, Chairman

Dr. David A. Stephens, Superintendent

Policy 4012: Course Recovery

Course Recovery is a course-specific, skill-based extended learning program for students who have previously been unsuccessful in mastering content or skills required to receive course credit or earn promotion. Course Recovery is designed to provide students an opportunity to recoup credit needed for graduation. Bartlett City Schools provides Course Recovery as self-paced online courses that meet the Tennessee Standards for course credit.

Student Eligibility

In order to be eligible for course recovery, students must meet all of the following criteria:

1. Student is repeating a failed course with a minimum average of 50%
2. Student is deficient in credit to progress to the next grade level, or to graduate on time and cannot obtain said credits during the regular school day during the school year.
- ~~3. Student has failed a Gateway course, but has passed the Gateway test for that course.~~
4. Student has not been classified as Truant (10 unexcused absences or 15 total absences) during the current term.
5. The student's parent or legal guardian has provided written consent for the student to enroll in the proposed credit recovery course.

Instruction

1. Teachers of record shall be endorsed and certified in any content area(s) for which they teach or otherwise facilitate credit recovery courses.
2. Teachers of record must work closely with credit recovery facilitators on class content and instruction.
3. The Superintendent or his/her designee shall ensure that all credit recovery facilitators receive training specific to the credit recovery course, online instruction management, and related technology.
4. The Superintendent or his/her designee shall ensure that all credit recovery courses:
 - A. Align with Tennessee Standards for the relevant course content area, as approved by the State Board of Education; and
 - B. Differentiate instruction to address individual student growth needs based on diagnostic assessments or end of course data

Requirements/Procedures

1. Tuition, not to exceed the current tuition amount of summer school, may be charged for Course Recovery offered outside the school day.
2. Students shall be allowed no more than two (2) absences from sessions (absences during the summer will require "make-up" time.)
3. Students shall maintain appropriate conduct during session time, including adequate progress toward completion.
4. Students will receive no more than three (3) attempts to pass any single test.
- ~~5. Students may apply for a maximum of four (4) credits through Course Recovery toward graduation.~~
6. Course Recovery may only be taken at the student's base school during the school year.

7. Any course taken through Course Recovery will be honored across Bartlett City Schools. This includes transfers prior to completion of the course.¹
8. Successful completion of Course Recovery will be recorded as an additional entry on the transcript with a 70 being listed as the semester average with a Course Recovery designation. The original failing grade will remain on the transcript.
9. Course Recovery priority for available seats will be given to seniors needing course credit to graduate.

¹ T.C.A. §49-6-601

The following individuals are recommended as members of the Disciplinary Hearing Authority (DHA) for the 2021-2022 school year.

Dr. Korrie White (Chief Student Services Officer)

James Aldinger (Chief of Human Resources)

Gina Bennett (Human Resources Supervisor)

Dr. Momodou Keita (Student Services Supervisor)

Mark Stephens (Student Services Supervisor)

Policy 4015: Textbooks

SELECTION¹

The selection of textbooks shall be completed according to the laws and policies required by the State of Tennessee and the State Textbook Commission. BCS is required to adopt textbooks and instructional materials from the list of textbooks and instructional materials listed for adoption by the State Textbook Commission, the adoption to be for a period of no less than three (3) years. The responsibility for textbook selection rests with the ~~local~~ BCS textbook selection committees~~s~~ subject to approval by the Board.

The BCS textbook selection committees shall be set up by grade and subject matter and comprised of teachers, or supervisors and teachers, and parents with students enrolled in a BCS school at the time of appointment. Teachers and supervisors who serve on a committee shall be teaching or supervising the respective grade or subject at the time of the appointment. Committees shall be composed by grade or groups of grades arranged so that a committee may consider an entire series of books if it should so desire; provided, that in all cases, the teachers and supervisors appointed to the committees shall be licensed to teach in the state with endorsements in the subject matter or grade level for which textbooks or instructional materials are being reviewed. Teachers and supervisors appointed to committees shall have three (3) or more years of experience as teachers or supervisors in public schools. The members of the committee shall serve for the length of time that the adoption process for which they are appointed lasts.

All members appointed to the BCS textbook selection committees shall take an oath which is administered by any authorized official empowered to administer an oath.

The committees may select electronic textbooks provided that the Superintendent determines that reasonable access to the electronic textbooks are made available to all students who are required to complete homework assignments using the textbooks.

The Superintendent shall serve as an *ex officio* member of the textbook committees. The Superintendent shall establish a procedure for providing ~~Bartlett~~ citizens ~~of the community with~~ an opportunity to examine proposed textbooks prior to their final adoption,² including public notice of time and location at which textbooks may be examined. Once the proposed textbooks have been approved by the Board, the Superintendent shall post the list of all approved textbooks and instructional materials on the school system's website and send a copy of the list to the ~~Commissioner of~~ Education.

COMPLAINTS & RECONSIDERATION

The Superintendent shall develop forms and procedures to enable citizens to file complaints regarding the selection or content of approved textbooks. Following the conclusion of this administrative process, a complainant may appeal an outcome to the Board.

¹ T.C.A. §49-6-2207; ~~(e)(f)~~; T.C.A. §49-6-2202(~~d~~)

² 20 U.S.C. §1232(h)(a); T.C.A. §49-6-7003

DISTRIBUTION

~~The Superintendent shall designate an employee to be responsible for the purchase and distribution of textbooks in each school.~~ The Pprincipal shall be responsible for seeing that each student receives the required textbooks at no cost to the student.

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CARE OF TEXTBOOKS

Textbooks are property of the Board and must be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. ~~Parents are to sign an agreement stating they shall be responsible for the textbooks received and used by students.~~

The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed books:

Age of Book	Amount Collected
1 - 2 years	100% of replacement cost
3 - 4 years	75% of replacement cost
5 or more years	50% of replacement cost

The Board shall approve and periodically review a schedule of fines for damaged books. In cases where the book is damaged to the extent it is no longer useable, the amount collected shall conform to the reimbursement schedule for lost books. A fine may only be assessed in cases where the pupil or parent damages, loses or defaces the textbook either through willful intent or neglect.³

~~Following an interview with parties and an investigation, if needed, the principal may assess the appropriate fine and notify the parents in writing.~~

~~The principal may include with the notice a provision stating that failure to pay the fine imposed within a reasonable time may result in the imposition of one of the following sanctions:~~⁴

1. Refusal to issue any additional textbooks until restitution is made;
2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made;
3. Not allowing the pupil to take interim or final examinations or to earn course credit in the course for which the textbook is prescribed until restitution is made; or
- 2.4. Reducing the pupil's grade in the course for which the textbook and instructional materials are prescribed by one (1) letter grade or ten (10) percentage points until restitution is made;

The Pprincipal may waive the assessment of fines when in his/her judgment the student is the victim of uncontrollable circumstances and not responsible for the damages.

³ T.C.A. §49-3-310(1)(C)

⁴ T.C.A. §49-3-310(1)(D)

INSPECTION

~~A list of textbooks used by the schools shall be revised annually by building administrators under the direction of the Superintendent.~~ Textbooks shall be available for inspection by parents/guardians upon request, and the Superintendent shall develop procedures for the inspection of materials and distribute these procedures to each principal.⁵

SUPPLEMENTAL INSTRUCTIONAL MATERIALS⁶

~~Teachers shall use the State's academic standards, BCS curriculum documents, and adopted textbooks as their primary instructional material in all classes. Use of materials not on the State and BCS adoption list or BCS curriculum documents requires review and written approval of the Principal. Failure to adhere to these textbook and materials procedures may result in disciplinary action up to and including dismissal.~~

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⁵ 20 U.S.C. §1232(h)(4); T.C.A. §49-6-7003

⁶ [T.C.A. §49-6-2206](#)

Policy 4018: Temporary Virtual Education Program¹

The temporary virtual education program is a course or series of courses offered through the use of technology to provide students a broader range of educational opportunities.² Providing students such opportunities may include any of the following:

1. Academic remediation or enrichment, or providing students access to a wider range of courses;
2. Continuity of educational service for students who are homebound;
3. Continuity of educational service for students who are quarantined; or
4. Continuity of educational service for students enrolled in an alternative school.

Virtual education programs shall include state approved textbooks and materials, a properly endorsed and licensed teacher of record, compliant class size ratios³, and provisions for ensuring appropriate participating student access. Utilizing this program of virtual instruction is temporary and shall not replace a student's regular instructional program.

Attendance

Students who participate in virtual instruction shall adhere to general BCS attendance requirements. Students shall be counted present when the student provides proof of attendance by daily periodic visual, verbal, and/or written confirmation of student participation in at least six and one-half (6 ½) hours of instructional time per day for grades one (1) through twelve (12) and four (4) hours of instructional time per day for kindergarten.

Students will be provided required methods of proof of attendance by their respective teachers.

Removal

A student may be removed from the virtual education program or denied future enrollment in a virtual education program based on disciplinary issues, attendance issues, or poor academic performance.

¹ TRR/MS 0520-01-03.05

² T.C.A. §49-16-101

³ T.C.A. §49-1-104

POLICY 4027: Interscholastic Athletics

No person shall, on the basis of sex, 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.¹

Interscholastic athletics shall be administered as a part of the regular school program and shall be the principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport are reasonable. Athletic schedules shall be filed in each school principal's office [for middle school students and the BCS Athletic Director's office for high school students](#). The principal or his/ her designee must accompany an athletic team on trips.

Transportation of teams to athletic games is approved by the Principal or his/her designee. Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control of athletics.² [Principals and Coaches shall be responsible for ensuring that TSSAA rules are followed. A student's gender for purposes of participation in a public middle school or high school interscholastic activity or event must be determined by the student's sex at the time of the student's birth, as indicated on the student's original birth certificate. Each student participating in a middle or high school interscholastic activity must present the student's original birth certificate. If a student's birth certificate does not appear to be the original birth certificate or does not indicate the sex upon birth, then the student must provide other evidence indicating the student's sex at the time of birth. The student or the student's parent or guardian must pay any costs associated with providing evidence of birth.](#)³

~~In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must provide proof of independently secured catastrophic coverage and liability coverage, with the school system as a named insured, of not less than the limits set forth in T.C.A. §29-20-403.~~

Prior to participation in interscholastic athletics, every student must complete an annual physical examination.⁴ The parents/guardians of each student shall be responsible for covering the cost of the examination, and these records shall be on file in the principal's office. It shall be the responsibility of the parent(s) or guardian to provide health and hospitalization insurance for all students participating in interscholastic athletics. [The Board strongly recommends that parents/guardians of all students participating in interscholastic activities purchase a family insurance policy that covers the costs of injuries that may arise during participation.](#) ~~No principal or teacher of any school under the control of the Board shall dismiss his/her school or any group of students for the purpose of attending the practice of any interscholastic sport during the school day without written permission from the District Office~~ [The Principal may dismiss students participating in interscholastic athletics from school during regular school hours for an interscholastic athletic practice or game; provided that the dismissal does not hinder student academic progress.](#) This does not prevent the inclusion of regular physical training lessons in the daily school program.⁵

¹ Title IX, Educational Amendment of 1972, 20 U.S.C. §1681 et seq.; 34 C.F.R. §106.41

² TRR/MS 0520-1-2-.08(1)

³ [T.C.A. §49-6-310](#)

⁴ TRR/MS 0520-1-3-.08(2)(b)

⁵ T.C.A. §49-6-1002

Hazing

Coaches, employees, and volunteers of the school district shall not encourage, permit, condone or tolerate hazing activities.⁶

Background Checks⁷

All BCS employee and volunteer coaches, and all persons engaged or contracted to referee or officiate any interscholastic event shall pass a background check conducted by the Tennessee Bureau of Investigation

CPR and AED Training

All coaches, whether employed or volunteer, shall annually receive training in cardiopulmonary resuscitation (CPR) and in the use of automated external defibrillators (AED).

Cardiac Arrest Education and Protocol⁸

Consistent with BCBE Policy 6053, all coaches, whether employed or volunteer, shall complete a sudden cardiac arrest education program approved by the Tennessee Department of Health.

Prior to initiating practice or competition each year, a sudden cardiac arrest information sheet approved by the Department that includes sudden cardiac arrest symptoms, warning information, and information about electrocardiogram (EKG) testing shall be signed and returned by each BCS coach and athletic director.

Prior to any youth athlete initiating practice or competition, a sudden cardiac arrest information sheet shall be reviewed by each youth athlete and the athlete's parent or guardian. Such sheet shall include sudden cardiac arrest symptoms, warning information, and information about electrocardiogram (EKG) testing. The information sheet shall be signed and returned by the youth athlete, if the youth athlete is eighteen (18) years of age or older, otherwise by the athlete's parent or guardian, to confirm that both the parent or guardian and the youth athlete have reviewed the information and understand its contents.

Documentation of the completion of such education and information sheet shall be maintained for a period of three (3) years.

Any youth athlete who passes out, faints, or exhibits any of the following sudden cardiac arrest symptoms while participating in an athletic activity or immediately following an athletic activity shall be immediately removed from play. Symptoms include passing out, fainting, unexplained shortness of breath, chest pains, dizziness, racing heart rate, or extreme fatigue. Youth athletes

⁶ T.C.A. §49-2-120

⁷ Public Chapter 272 (2021)

⁸ T.C.A. §68-6-103

experiencing the aforementioned symptoms shall not return to practice or competition or participate in any team physical exertion of any kind until the youth athlete is evaluated by a health care provider and receives written clearance for a full or graduated return to play.

Concussion and Head Injury Education and Protocol⁹

Consistent with BCBE Policy 6053, all coaches, whether employed or volunteer, shall complete a concussion recognition and head injury safety education program approved by the Tennessee Department of Health.

Prior to initiating practice or competition for each year, a concussion/head injury information sheet approved by the Department shall be signed and returned by each BCS coach and athletic director. The information sheet shall include, but not be limited to:

1. Written information related to the recognition of symptoms of head injuries;
2. The biology and the short-term and long-term consequences of a concussion written in layman's terminology;
3. A summary of State Board of Education Rules and Regulations relative to safety regulations for the student's participation in extracurricular activities; and
4. The medical standard of care for post-concussion participation or participation in an extracurricular activity.

Prior to any youth athlete initiating practice or competition, a concussion and head injury information sheet shall be reviewed by each youth athlete and the athlete's parent or guardian. The information sheet shall be signed and returned by the youth athlete, if the youth athlete is eighteen (18) years of age or older, otherwise by the athlete's parent or guardian, to confirm that both the parent or guardian and the youth athlete have reviewed the information and understand its contents.

Documentation of the completion of such education and information sheet shall be maintained for a period of three (3) years.

Any youth athlete who shows signs, symptoms, and behaviors consistent with a concussion from related physical activity or competition shall be evaluated by a licensed health care professional, if available, and if not, by the coach. In determining whether a youth athlete suffered from a possible concussion, the Center for Disease Control and Prevention's (CDC)'s concussion signs and symptoms checklist shall be utilized. A youth athlete showing signs, symptoms, and behaviors consistent with a concussion shall be immediately removed from activity or competition. Youth athletes shall not return to practice or competition or participate in any team physical exertion of any kind until the youth athlete is evaluated by a health care provider and receives written clearance for a full or graduated return to play.

⁹ T.C.A. §68-55-502

Severe Weather¹⁰

All coaches, whether employed or volunteer, shall oversee or participate in outdoor training, practice, or competition and shall annually complete a heat illness prevention course approved by the Tennessee Department of Health. The course shall be completed no later than ninety (90) days after the start of the coach's employment or volunteer service. After the coach completes the first heat illness prevention course, the coach shall annually acknowledge in writing that the coach completed the course and that the coach understands the requirements and importance of the course.

All coaches, whether employed or volunteer, who oversee or participate in outdoor training, practice, or competition shall annually receive training on activity modifications based on environmental conditions such as lightening.

Coaches' Code of Conduct

All coaches, whether employed or volunteer, shall adhere to the BCS Code of Ethics and the Teacher Code of Ethics reflected in Policy 5024: Ethics.

Informational Meeting¹¹

An informational meeting shall be held before the start of each school athletic season for students, parents, coaches, and school officials to learn about the symptoms and warning signs of sudden cardiac arrest; heat illness; concussions and other head injuries; and other health, safety, and wellness issues related to sports participation, and to receive information about electrocardiogram (EKG) testing, and each of the safety plans and policies implemented by BCS.

¹⁰ Public Chapter 272 (2021)

¹¹ Public Chapter 272 (2021)

POLICY 6031: Alternative School Programs

The Board shall operate an alternative school program for students in grades ~~kindergarten-one~~ (1) through twelve (1~~K~~-12) who have been suspended ~~or expelled~~ for more than ten (10) days or expelled from regular school programs.¹

Assignment to alternative school programs shall be contingent upon space availability, and if a student is assigned, his/her attendance in the alternative school program shall be mandatory. ~~Notwithstanding the foregoing, attendance is not mandatory for students who have been expelled from the regular school program for committing a zero-tolerance offense. The Superintendent shall determine whether to assign a student who has been expelled from the regular school program for committing a zero-tolerance offense to an alternative school or program on a case-by-case basis.~~

~~The Superintendent or his/her designee is not required to assign a student who has been suspended for more than ten (10) days or expelled to the alternative school, if the offense for which a student was suspended or expelled was an act of violence or threatened the safety of persons attending or assigned to the student's school and if the alternative school is located on the same grounds as the regular school program. Students found to be eligible for special education and related services shall be assigned and served in accordance with the law and rules governing special education.~~

Students attending the alternative school program shall provide their own transportation.

~~The Superintendent is authorized to develop appropriate procedures to implement this policy and to ensure compliance with relevant state laws and regulations.~~

Program Requirements

Alternative school programs shall be operated in accordance with state laws and the rules of the State Board of Education.²

- ~~A.~~ Instruction shall proceed as nearly as practicable in accordance with the instructional programs ~~e~~-at the student's home school.
- ~~B.~~ All course work ~~completed~~ and credits earned ~~in the alternative school~~ shall be ~~transferred and recorded in the student's home school, which shall grant credited~~ as if the work were performed in the home school.
- ~~C.~~ Students shall participate in all required state assessments in accordance with established guidelines regarding student grade levels and eligibility.
- ~~D.~~ Each alternative school or program shall comply with class size requirements established in T.C.A. §49-1-104 and instructional and planning time requirements established by the State Board of Education.
- ~~E.~~ The minimum length of the school day for alternative schools and programs shall be six and one-half (6 ½) hours.
- ~~F.~~ Each student's academic progress shall be monitored and regularly evaluated
- ~~G.~~ Students attending the alternative school or program are subject to all rules pertaining to their home school and alternative school. Violation of rules may result in the removal of students from the alternative program, but a student's removal from the alternative

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¹ T.C.A. §49-6-3402(a)

² TRR/MS 0520-1-2-.09

school or program shall not constitute grounds for extending the length of the original suspension or expulsion.

- H. If a student has an active Individualized Education Program (IEP), a 504 plan, or is suspected of having a disability, all state and federal laws, rules, and regulations relating to students with disabilities shall be followed. Prior to the assignment of a student with a disability to the alternative school, the IEP team shall meet to review the student's placement, and due process procedures shall be observed.
- I. Prior to the assignment of a student to an alternative school or program, written notice, including the reasons for assignment, shall be provided to the student's parent or guardian. Reasons for placement in the alternative school or program must be documented.
- J. Each teacher providing instruction in the alternative school or program shall be licensed to teach in Tennessee and shall meet all state qualifications in compliance with the rules and regulations of the State Board of Education.
- K. An appropriately licensed administrator shall be assigned to supervise the alternative school or program.
- L. Support services such as counseling and psychological services must be accessible for students attending the alternate school.
- M. Student transition plans shall be used for students transitioning into and out of the alternative school or program. Plans shall be targeted to improve communication between the home school and alternative school staff and should address barriers that would prohibit students from successfully transitioning. Transition plans shall include aligning curricula, return to home school procedures, educational and behavioral supports, student follow-up, graduation and post-secondary goals, and professional development opportunities for staff.
- N. All alternative school classrooms shall have working two-way communication systems that make it possible for teachers and other employees to notify a principal, supervisor, or other administrator that there is an emergency.
- O. Alternative school staff shall be trained in two-way communication systems and shall be notified of BCS emergency procedures prior to the beginning of classes for each school year and upon modification of such procedures.

~~The Superintendent is authorized to develop appropriate procedures to implement this policy and to ensure compliance with relevant state laws and regulations.~~