

BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING AGENDA

AUDITORIUM
5705 STAGE ROAD
BARTLETT, TN 38134

September 23, 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. August 26, 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 4015: Textbooks REVISED SECOND READING
 - B. Policy 4027: Interscholastic Athletics REVISED SECOND READING
 - C. Policy 6031: Alternative School Programs REVISED SECOND READING
- X. BOARD ACTION ITEMS
 - A. New Board Business
 - 1. Policy 3002 Emergency Closings REVISED FIRST READING
 - 2. Policy 4019 Family Life NEW FIRST READING
 - 3. Policy 5038 Temporary COVID-19 Leave ~~Families First Coronavirus Response Act (FFCRA)~~ REVISED FIRST READING
 - 4. Policy 6014 Home School REVISED FIRST READING
 - 5. Policy 6047 Attendance REVISED FIRST READING
 - 6. Abatement at Ninth Grade Academy
 - 7. ESSER 3.0 Spending Plan
 - 8. RFP FY22001 Award - Assessment and Intervention Program
 - 9. Memorandum of Understanding (MOU) between Bartlett City Board of Education and the Bartlett Police Department for School Resource Officers
 - 10. Memorandum of Understanding (MOU) between Bartlett City Board of Education and the Shelby County Sheriff's Office for School Resource Officers

11. Memorandum of Understanding (MOU) between TN College of Applied Technology and Bartlett City Board of Education
 12. Resolution 9-2 to Accept Donated Property from the Bartlett High School Band Boosters Organization
 13. Resolution 9-3 Budget Amendment
 14. BHS Nomination for the TSBA School of the Year for Excellence in Architectural Design
 15. Approval of School Support Organizations (SSO) 2021-2022
- XI. ADJOURNMENT

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

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

**August 26, 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
Mrs. Shirley Jackson
Mr. Brad Ratliff
Mr. Bryan Woodruff

SPECIAL PRESENTATIONS

Superintendent Stephens recognized Geniese Bolden, School Health Coordinator, the BCS nurses and volunteer nurses that assisted in providing COVID-19 vaccinations to employees on District Vaccination Days. Everyone listed below received a certificate.

Geniese Bolden - School Health Coord.

Cindy Eason- Bartlett High School

Adrienne Cassady- Oak Elementary

Sierra Paige Eason- Oak Elementary

Melinda Kuhn- Bartlett Elementary

Caroline Kelley- Bon Lin Middle

Michelle Weiser- Altruria Elementary

Laronda Burnett- Appling Middle

Cassandra Bousson- Bon Lin Elementary

Jennifer O'Connell- Ellendale Elementary

Wendy Boyd- Oak Elementary

Teresa Stanfield- (Elmore Park Middle
recently retired/PRN)

Karen Baker- Bartlett 9th Grade Academy

Stephanie Witt- Bon Lin Elementary (PRN)

Jill Diaz- Elmore Park Middle

Misty Robertson - Substitute Nurse

Karolyn Miller (Current Lead Nurse)

Inge Fine (Lead Nurse recently retired)

Nurse volunteers:

Jeffrey Eason

Britta Schweizer - Former BCS Nurse

Gretchen Hollingsworth

Whitney Matheson

PUBLIC COMMENT

*Julie Fisher, Representing TNParents Group
3017 Old Brownsville, Bartlett
RE: Enforced masks, closings, etc.*

*Victor Read
6355 Briergate Drive, Bartlett
RE: Masks mandates, COVID testing, 14 day quarantine*

*Jacob Honshell
5509 Peyton Randolph, Bartlett*

*Bob Hendry
1955 Signature Farm Lane, Collierville
RE: Masks and quarantine*

*Jaime Frantzman
7073 Sceptor Drive, Bartlett
RE: Request for virtual learning for all students as I am the mother of two sons
with autism who are in special education classes*

APPROVAL OF AGENDA

Mr. David Cook made the motion to approve the agenda. Ms. Erin Berry seconded the motion. With all ayes, the agenda was approved

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

July 22, 2021 Business Meeting Minutes

Approval of the July 22, 2021 Business Meeting Minutes passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

REPORTS

Chairman's Report

- Chairman Woodruff reported that he attended numerous schools on opening day with Dr. Stephens.
- Everyone did a fantastic job especially with the changes put on the District at the last minute. I appreciate everyone's hard work.
- Last Monday I attended NE Shelby County Republican meeting at Coletta's Restaurant for a panel discussion regarding early work force development in K-12.
- Reminder to Board Members that the TSBA Fall District Meeting will be virtual on September 20th.

Superintendent's Report

Superintendent Stephens provided the following updates:

- Thank you teachers, administration, and staff who have made the opening to school go as well as possible given the challenges we are all facing.
- Enrollment is at 8579 which is 98.9% of projection.

- We are fully staffed district wide. We are having some challenges with transportation due to the national bus driver shortage.
- We are working with local health officials and I am on calls twice a week getting the latest updates.
- Met with principals on Monday via Zoom to check on the progress of the start of school.
- Academy renovations have gone well. Work is continuing on the BHS Farley gym which should be wrapping up in October.
- Thank you to everyone who attended the BHS ribbon cutting. The community was very impressed with the new facility.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

TLN Representative Brad Ratliff recently attended the Eggs and Issues event and met Senator Rose and Representative Gillespie. He is getting to know them for future discussions.

Financial Report

The July 2020-21 Financial Report was accepted by the Board. It is a non-voting item.

UNFINISHED BOARD BUSINESS

Policy 4012: Course Recovery REVISED SECOND READING

The Second Reading of Revised Policy 4012: Course Recovery 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, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

BOARD ACTION ITEMS

New Board Business

Uncollectable cafeteria charges

Uncollectable cafeteria charges in the amount of \$1484.51 passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

At 7:30 p.m. Chairman Woodruff motioned for a ten minute recess with general consensus of the Board. The meeting resumed at 7:40 p.m.

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

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

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

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

Memorandum of Understanding (MOU) for MobilEYES

Memorandum of Understanding (MOU) for MobilEYES passed with a motion by Mrs. Shirley Jackson and a second by Mr. David Cook.

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

Clinical Affiliation Agreement with UTHSC and Bartlett City Schools for Nursing Clinical Education

Clinical Affiliation Agreement with UTHSC and Bartlett City Schools for Nursing Clinical Education 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, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Clinical Affiliation Agreement with Christian Brothers and Bartlett City Schools for Nursing Clinical Education

Clinical Affiliation Agreement with Christian Brothers and Bartlett City Schools for Nursing Clinical Education passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

AEL Laboratories Letter of Agreement for COVID testing

AEL Laboratories Letter of Agreement for COVID testing passed with a motion by Mrs. Shirley Jackson and a second by Mr. David Cook.

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

Approval of the 2021-2022 Disciplinary Hearing Authority (DHA) Members

The approval of the 2021-2022 Disciplinary Hearing Authority (DHA) Members as listed 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, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

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

2021-2022 SAVE Act Assurances

2021-2022 SAVE Act Assurance passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

Policy 4015: Textbooks REVISED FIRST READING

The First Reading of Revised Policy 4015: Textbooks passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

Policy 4018: Temporary Virtual Education Program NEW FIRST READING

Waive rules to approve Policy 4018 on one reading passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

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

New Policy: 4018 Temporary Virtual Education Program passed on First Reading with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

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

Policy 4027: Interscholastic Athletics REVISED FIRST READING

First Reading of Revised Policy 4027: Interscholastic Athletics passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

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

Policy 6031: Alternative School Programs REVISED FIRST READING

First Reading of Revised Policy 6031: Alternative School Programs passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

Approval of School Support Organizations (SSO)

The following School Support Organizations passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

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

Altruria Elementary PTO
Bartlett Elementary PTO
Bartlett High Boys Lacrosse
Bartlett High Girls Lacrosse
Bartlett High Cross Country Boys
Bartlett High Marching Band
Bartlett High Girls Soccer
Bartlett High Home Run
Bartlett High Softball Booster Club

Bartlett High Theatre and Forensics
Bartlett High Touchdown Club
Bon Lin Elementary PTO
Bon Lin Middle Band
Bon Lin Middle PTSA/PTO
Elmore Park PTO
Oak Elementary PTO
Rivercrest PTO

ADJOURNMENT

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

Bryan Woodruff, Chairman

Dr. David A. Stephens, Superintendent

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 ~~C~~ommissioner of ~~E~~ducation.

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 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.~~

Bartlett City Board of Education		3002
Descriptor Term: EMERGENCY CLOSINGS	Descriptor Code: Support Services	Issue Date: 01/09/14
	Rescinds:	Revised:

1 The Board authorizes the Superintendent ~~is authorized~~ to close the schools, delay opening, or
2 dismiss schools early in the event of hazardous weather, a public health emergency, or other
3 emergencies which threaten the health or safety of students, ~~personnel~~staff, or school property.¹
4 Schools may not properly be closed merely to avoid inconvenience. ~~Therefore, if conditions affect~~
5 ~~only a single school, only that school shall be closed.~~

6 As soon as the decision to close schools is made, the Superintendent will notify the media
7 and request that an announcement be made.

8 If school is closed or is dismissed early, the Superintendent ~~or designee~~in consultation with
9 the Principal shall determine if all scheduled student activities shall be postponed or
10 cancelled.

11 In the event of an emergency school closure, the Superintendent is authorized to continue to
12 pay employees who are not able to physically report for duty as a result of such emergency.
13 These employees shall receive regular wages, and such payments shall not exceed the
14 budgeted wages for each employee absent specific Board approval. [SK1]

15 Notwithstanding the foregoing, during an emergency, if the Governor of the State of
16 Tennessee issues an Executive Order with statewide applicability that requires schools to be
17 open for in-person learning and instruction, then the Executive Order supersedes the
18 Superintendent's decision to close schools.²~~During an emergency school closure, the~~
19 ~~Superintendent may designate certain employees as essential. Such employees shall work~~
20 ~~as directed by the Superintendent, whether that is by physical appearance or teleworking.~~
21 ~~Essential employees must use approved leave to be excused from work duties absent~~
22 ~~permission from the Superintendent or his/her designee.~~

¹ T.C.A. §49-6-3004(e)(1); TRR/MS 0520-1-3-.02(1)(b)

² T.C.A. §49-2-214

NEW POLICY: 4019 FAMILY LIFE EDUCATION

A family life education program shall be implemented in compliance with state law.¹ Family life education means an abstinence-centered sex education program that builds a foundation of knowledge and skills relating to character development, human development, decision making, abstinence, contraception, and disease prevention.²

The Bartlett City Schools family life education program shall follow the family life curriculum adopted by the State Board of Education. Each September, the district shall hold one (1) public hearing to advise parents and the public of the program and provide an opportunity for public response.³ The Superintendent shall develop procedures for the implementation, evaluation, and review of the family life education program.

Parents/guardians shall annually be given an opportunity to opt-out their student from the family life education program. A parent/guardian who wishes to excuse a student from the family life education program will submit such request in writing to the principal. A student who is excused from the program shall be assigned alternative health activities and shall not be penalized academically if the student satisfactorily performs such alternative lessons.⁴

¹ T.C.A. §49-6-1302

² T.C.A. §49-6-1301

³ T.C.A. §49-6-1302

⁴ T.C.A. §49-6-1305

Bartlett City Board of Education		5038
Descriptor Term: <u>FAMILIES FIRST CORONAVIRUS RESPONSE ACT TEMPORARY COVID-19 LEAVE</u>	Descriptor Code: Support Services	Issue Date: 07/23/2020
	Rescinds:	Revised:

1 In April of 2020, the Families First Coronavirus Response Act (FFCRA) became effective with a
2 termination date of December 31, 2020. However, the COVID-19 virus and its emerging variants
3 continue to have a significant impact on our community. Therefore, despite the fact that Bartlett
4 City Schools is not required by law to continue benefits previously granted under the FFCRA, the
5 Bartlett City Board of Education believes that it is in the best interest of the district to voluntarily
6 provide COVID-19 relief benefits under the conditions set forth below for the period of August 1,
7 2021 through June 30, 2022. This policy repeals Bartlett City Board of Education Policy 5038
8 Families First Coronavirus Response Act which was adopted on *DATE*. Under the Families First
9 Coronavirus Response Act (FFCRA), this policy will be in effect until December 31, 2020 or until
10 the extended expiration date of such Act, whichever shall occur later.¹

11
12 This Policy does not apply to Bartlett City Schools employees that exhausted their FFCRA
13 benefits as of July 30, 2021. If a BCS employee used a portion of their FFCRA benefits prior to
14 July 30, 2021, the benefits below apply only to the amount of FFCRA benefits the employee had
15 remaining as of July 30, 2021.

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

20 Paid Sick Leave

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

- 23 1. Is subject to a Federal, State, or local quarantine or isolation order ~~related to~~ due to the
24 employee receiving a positive COVID-19 diagnosis;
- 25 2. Has been advised by a health care provider to self-quarantine ~~related to~~ due to the
26 employee receiving a positive COVID-19 diagnosis; or
- 27 3. ~~Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;~~ Has been
28 advised by Bartlett City Schools to self-isolate due to the employee receiving a positive
29 COVID-19 diagnosis.
- 30 4. ~~Is caring for an individual subject to or advised to quarantine or isolate due to COVID-19.~~
31 ~~The individual must be someone with a personal relationship to the employee;~~

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)

- 1 ~~5. Is caring for his/her son or daughter whose school or place of care is closed, or person~~
2 ~~who regularly provides childcare is unavailable, for reasons related to COVID-19 and no~~
3 ~~other suitable person is available to care for the child during the requested period of leave.~~
4 ~~Son or daughter is defined as biological, adopted, or foster child, a stepchild, a legal ward,~~
5 ~~or a child of a person standing *in loco parentis*, who is under 18 years of age; or 18 years~~
6 ~~of age or older who is incapable of self-care because of a mental or physical disability; or~~
7 ~~6. Is experiencing any other substantially similar condition specified by the Secretary of~~
8 ~~Health and Human Services, in consultation with the Secretaries of Labor and Treasury.~~

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

14 If work is offered to an employee that is able to work and they choose to quarantine instead, the
15 employee must use their accumulated leave time or unpaid leave during their absence.

16 Employees shall follow BCS procedures for reporting COVID-19 infections and submitting
17 requests for leave under this policy. Failure to follow such procedures and/or failure to submit
18 appropriate documentation will result in the denial of temporary COVID-19 leave under this
19 policy.~~Expanded FMLA Leave~~

20
21 This policy will be in effect from August 1, 2021 through June 30, 2022 unless the Board takes
22 action to extend it. If the state or federal government issues a mandate for COVID-19 related
23 leave after adoption of this policy, such mandated leave will supersede this policy, and this policy
24 simultaneously will expire.~~Full-time or part-time employees who have been on the payroll for thirty~~
25 ~~(30) calendar days prior to the beginning of the leave are eligible for expanded FMLA leave~~
26 ~~(EFMLEA). This includes employees who were laid off or terminated after March 1, 2020, who~~
27 ~~had worked for the district for at least thirty (30) of the prior sixty (60) calendar days and were~~
28 ~~subsequently rehired or otherwise employed by the district.³~~

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

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

⁴ 29 CFR §826.20(b)

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

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

⁵ ~~29 CFR §826.23~~

⁶ ~~29 CFR §826.23(b); 29 CFR §826.70~~

⁷ ~~29 CFR §826.24~~

POLICY 6014: Home Schools

A "home school" is a school conducted or directed by a parent or parents or legal guardian or guardians for their own children. Home schools which teach K-12 where the parents are associated with an organization that conducts church-related schools (as defined by *Tennessee Code Annotated* §49-50-801) are exempt from the following provisions, but must follow procedures issued by the State Department of Education.

A parent wishing to conduct a home school shall meet the following requirements:¹

1. Provide annual notice to the Superintendent before the commencement of each school year of the intent to conduct a home school;
2. Submit to the Superintendent the name, number, age, grade level of children involved, location of the school, curriculum to be offered, proposed hours of instruction, qualifications of the parent/teacher;
3. Maintain attendance records, subject to inspection by the Superintendent;
4. Submit attendance records to the Superintendent at the end of each school year;
5. Provide instruction for at least four (4) hours per day for the same number of instructional days as are required by state law for public schools;
6. Possess a high school diploma, ~~or~~ GED, or HiSET;
7. Cooperate in the administration to home school students of appropriate tests by the Commissioner of Education, his/her designee or by a professional testing service in grades five (5), seven (7), and nine (9) at the same time tests are administered to public school students, or in the case of a professional testing service at the expense of the parent-teacher, within thirty (30) days of the date of the statewide test;
8. Take actions according to state law if home school student falls behind appropriate grade level;
9. Submit proof to the Superintendent that the home school student has been vaccinated as required by law;
10. Submit proof to the Superintendent that other health services and examinations as required by law have been received by the home school student; and
11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject, employ a tutor having the same qualifications as required of parent/teacher.

If one or more of these requirements are not met, the Board authorizes the Superintendent to take formal action to bring the child into compliance with the compulsory attendance law (until the child has reached age 17), either in the home school or in a public, private, or church-

¹ T.C.A. §49-6-3050

related school.

The Superintendent, through his/her designee, shall have the attendance records of the home school inspected at least two (2) times each school year in order to provide assistance in implementing the Compulsory Attendance Law.

If a home school student falls more than one (1) year behind in the student's appropriate grade level in his/her comprehensive test score for two (2) consecutive tests based upon the tests required by State law, and if a certified teacher who would have taught the child at his/her grade level determines through appropriate means that the student is not learning disabled, then the Superintendent shall require the parents to enroll the child in a public, private, or church-related school.

~~It shall be the policy of this Board that public school facilities shall be available for home school instruction only when all of the following conditions exist:²~~

- ~~1. Special needs courses are being taught which require services unavailable to the home school student;~~
- ~~2. These services cannot be provided through any means other than the public schools;~~
- ~~3. Requests for services are made known by the home school parent when notice is given to the Superintendent of the intent to conduct a home school;~~
- ~~4. The Superintendent investigates request and make recommendations to the Board;~~
- ~~5. No overcrowding, additional expenses, including providing transportation, or other special situations which interfere with the normal operation of the school system shall be incurred; and~~
- ~~6. Approval by the Board on a case-by-case basis.~~

~~The Superintendent, through his/her designee, shall have the attendance records of the home school inspected at least two (2) times each school year in order to provide assistance in implementing the Compulsory Attendance Law.~~

~~If a home school student falls more than one (1) year behind his appropriate grade level in his/her comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have taught the child at his/her grade level determines through appropriate means that the student is not learning disabled, the Superintendent shall require the parents to enroll the child in a public, private or church-related school.~~

²T.C.A. §49-6-3050(a)(1)

Bartlett City Board of Education		6047
Descriptor Term: ATTENDANCE	Descriptor Code: Student Services	Issue Date: 07/24/2014
	Rescinds:	Revised: 07/27/2017 07/23/2020

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

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

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

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

- 20 1. Personal injury or illness, which must be accompanied by physician verification after the
21 accumulation of ten (10) absences;
- 22 2. Serious illness of immediate family member;
- 23 3. Death in the family;
- 24 4. Extreme weather conditions;
- 25 5. Religious observances;⁵
- 26 6. Court summons, subpoena, order, or other legal requirement excluding absences related
27 to a criminal or delinquent act pursuant to T.C.A. §37-1-134 and T.C.A. §37-1-1114(c);
- 28 7. Pregnancy;
- 29 8. A parent or legal guardian's service in the United States armed forces when deployed,
30 returning, or granted rest and recuperation leave when requested in accordance with this
31 Policy.

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 T.C.A. §49-6-2904

- 1 9. School-sponsored activities;
- 2 10. School-endorsed activities; or
- 3 11. Circumstances which in the judgment of the Principal create emergencies over which the
- 4 student has no control.

5 The Principal shall be responsible for ensuring that:⁶

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

12 Students participating in school-sponsored activities whether on or off-campus shall not be
13 counted absent. In order to qualify as “school-sponsored,” the activity must be school-planned,
14 school-directed, and teacher-supervised.⁷

15 HOMEBOUND

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

17 If a student is unable to attend regular classes because of illness, injury or pregnancy and if the
18 student has participated in a program of hospital or homebound instruction administered or
19 approved by Bartlett City Schools, then the student shall not be penalized for grading purposes
20 nor be denied course completion, grade level advancement or graduation solely on the basis of
21 the student's absence from the regular classroom during the period of the hospital or homebound
22 instruction.⁸

23 It is the policy of the District that an adult be present in the student’s home during the entire time
24 the homebound teacher is present.

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

28 TRUANCY⁹

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

32 By the beginning of each school year, the Director of Student Services shall furnish to the
33 Principals of each school a list of students who will attend the school together with the names of
34 the students’ parents or guardians. After the opening of school, each Principal must report to the

⁶ T.C.A. §49-6-3007

⁷ Attendance Accounting Procedural Manual, '11-'12 (0104), Minimum Standards and Guidelines, State Department of Education

⁸ T.C.A. §49-6-3002(b)

⁹ T.C.A. §49-6-3007

1 Superintendent or his/her designee the names of all students on the list furnished to the Principal
2 who have not appeared for enrollment.

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

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

14 The Principal must report promptly to the Director of Student Services the names of all students
15 who have withdrawn from school or who have accumulated three (3) days of unexcused
16 absences. Upon a student's accumulation of three (3) days of unexcused absences, the BCS
17 Director of Student Services or his/her designee shall serve upon the parent, guardian, or other
18 person having control of a child subject to compulsory attendance who is unlawfully absent from
19 school, written notice that the child's attendance at school is required by law.

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

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

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

34 Any parent, guardian, or other person who has control of a child and who violates the State's
35 truancy law, commits educational neglect, which is a Class C misdemeanor. Each day's unlawful
36 absence constitutes a separate offense.¹⁰

37

¹⁰ T.C.A. §49-6-3009

1 PROGRESSIVE TRUANCY PLAN

2 The first tier of the BCS progressive truancy plan is applicable to all BCS students. Tiers II and III
3 apply to students who have accumulated a minimum of five (5) days of unexcused absences.

4 **Tier 1**

5 The first tier of the progressive truancy plan shall apply to all BCS students and shall include
6 schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports
7 shall include, but are not limited to, the following:

- 8 1. Providing parents and students information and guidance on the value of student
9 attendance, including regular attendance reminders;
- 10 2. Providing incentives/recognition for good attendance;
- 11 3. Providing parents with regular notification of their student's attendance;
- 12 4. Providing information on bus transportation and aftercare programs, if any;
- 13 5. Providing information regarding school clubs, programs, and/or sports; and
- 14 6. Providing information regarding school resources for those that need additional support,
15 such as counseling, tutoring, and/or school nurse support.

16 **Tier II**

17 Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5)
18 unexcused absences, but before referral to juvenile court, and includes the following:

- 19 1. A conference with the student and the student's parent(s)/guardian(s);
- 20 2. An attendance contract, based on the conference, signed by the student, the
21 parent(s)/guardian(s) and the Director of Student Services or his/her designee. The
22 contract shall include:
 - 23 a. A specific description of the school's attendance expectations for the student;
 - 24 b. The period for which the contract is effective; and
 - 25 c. Penalties for additional absences and alleged school offenses, including additional
26 disciplinary action and potential referral to juvenile court.
- 27 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
- 28 4. An individualized assessment detailing the reasons a student has been absent from
29 school; and
- 30 5. If necessary, a referral to counseling, community-based services, or other services to
31 address the student's attendance problems.

32
33 **Tier III**

34 Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III
35 may consist of the following interventions at a minimum:

- 36 1. School-based community services;
- 37 2. Participation in a school-based restorative justice program;
- 38 3. Saturday or after-school courses designed to improve attendance and behavior;

1 4. A district level attendance review conference with the student and/or the student's
2 parent(s)/guardian(s).

3 The interventions shall address students' needs in an age-appropriate manner. Finalized plans
4 shall be approved by the Director of Student Services or his/her designee.

5 MILITARY SERVICE OF PARENT/GUARDIAN

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

- 9 1. One (1) excused absence for visitation when a member is deployed;
- 10 2. One (1) excused absence when the service member returns from deployment;
- 11 3. Excused absences for up to ten (10) days for visitations when the member is granted rest
12 and recuperation leave and is stationed out of the country; and
- 13 4. Excused absences for up to ten (10) days cumulatively within the school year for visitation
14 during the member's deployment cycle.

15 Total absences granted under items 3 and 4 above shall not exceed a total of ten (10) days within
16 the school year. The student shall provide documentation to the school as proof of his/her
17 parent's/guardian's deployment, and students receiving an excused absence under this section
18 shall have the opportunity to make up school work missed and shall not have their class grades
19 adversely affected for lack of class attendance or class participation due to the excused
20 absence.¹¹

21 CREDIT/PROMOTION DENIAL

22 Credit/promotion denial determinations may include student attendance, however, student
23 attendance may not be the sole criterion.¹² However, if attendance is a factor, prior to
24 credit/promotion denial, the following shall occur:

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

28 DRIVER'S LICENSE REVOCATION

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

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

¹¹ T.C.A. §49-6-3109

¹² T.C.A. §49-2-203(b)(7)