

Bartlett City Board of Education Business Meeting

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

**June 27, 2024
7:00 PM**

- I. INVOCATION
- II. PLEDGE OF ALLEGIANCE
- III. CALL TO ORDER & ROLL CALL
 - A. Official Business of the Day
- IV. SPECIAL PRESENTATIONS
 - A. 2023-2024 Superintendent's Evaluation
- V. PUBLIC COMMENT
- VI. APPROVAL OF AGENDA
- VII. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - A. May 23, 2024 Business Meeting Minutes
- VIII. REPORTS
 - A. Chairman's Report
 - B. Superintendent's Report
 - C. General Counsel's Report
 - D. Tennessee Legislative Network (TLN) Representative Report
 - E. Financial Report
- IX. UNFINISHED BOARD BUSINESS
- X. BOARD ACTION ITEMS
 - A. New Board Business
 - 1. Election of Chairman
 - 2. Election of Vice-Chairman
 - 3. Election of Tennessee Legislative Network Representative (TLN)
 - 4. Consent Agenda
 - a. FIRST READING REVISED Policy 2014: Personal Property Sales
 - 5. FIRST READING REVISED Policy 2015: Purchasing
 - 6. FIRST READING REVISED Policy 3018: Student Transportation Management
 - 7. FIRST READING NEW Policy 4020: Use of Artificial Intelligence Programs
 - 8. FIRST READING REVISED Policy 4027: Interscholastic Athletics
 - 9. FIRST READING REVISED Policy 4037: Class Size
 - 10. FIRST READING REVISED Policy 5034: Substitute Teachers
 - 11. FIRST READING REVISED Policy 6004: School Year/School Calendar
 - 12. FIRST READING REVISED POLICY 6020: Compulsory Attendance Age

13. Bartlett City Schools Attendance Plan for Truancy
14. Advance Therapy Services Contract
15. Professional Audiological Services, Inc. Contract
16. Memorandum of Understanding (MOU) Between Southern College of Optometry and Bartlett City Board of Education
17. Central Office Cleaning Services RFP –SKB Facilities and Maintenance
18. Memorandum of Understanding (MOU): Apple Lease
19. First 8 Contract, Memphis LLC Voluntary Pre-K Application
20. Letter of Intent (LOI) Non-Food Bid#FY231008 – Sysco Memphis LLC
21. Letter of Intent (LOI) Non-Food Bid#FY231008 – American Paper and Twine
22. Letter of Intent (LOI) Fresh Bread Products Bid#FY230007 – Bimbo Bakeries USA
23. Uncollectible Cafeteria Charges
24. Resolution 11-10 Budget Amendment
25. 2024 Tenure Recommendations

XI. ADJOURNMENT

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

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

**May 23, 2024
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. Bryan Woodruff

Absent:
Mrs. Shirley Jackson
Mr. Brad Ratliff

SPECIAL PRESENTATIONS

No Special Presentations.

PUBLIC COMMENT

Angela Edwards - 3915 Wheelers Run Cove, Bartlett TN

RE: Lifetime Wellness; How do parents get the answers to questions they have asked the Board

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

April 25, 2024 Business Meeting Minutes

The April 25, 2024 Business Meeting Minutes 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: Absent, Mr. Brad Ratliff: Absent, Bryan Woodruff: Aye

REPORTS

Chairman's Report

Chairman Woodruff welcomed the teachers and principals in attendance for the granting of tenure. He stated that tenure is last on the agenda because we have a tenure reception afterward. We will get through the agenda quickly and have saved the best for last tonight.

Great wrap up for the end of the school year. I was able to attend a lot of promotion ceremonies. The Bartlett High School graduation ceremony was fantastic. We can look back and remember the current graduates were in elementary school when the District started. Now they are going out into the world.

Superintendent's Report

Superintendent Dr. David Stephens provided the following updates:

- Thank you for attending the Bartlett High School graduation. It was a great night for our seniors and their families.
- We had a good ending to the school year. I want to thank all the teachers, administration and students for making this year such a success.
- Congratulations to Dr. Chris Maley, our new Chief Academic Officer, and Shannon Abraham, Bartlett High School's new Principal.
- I attended the Bartlett Chamber Eggs and Issues with Congressman David Kustoff.
- The City of Bartlett hosted a Legislative Round Up for all the area mayors. It was good to hear our State Representatives and State Senators recapping the legislative session.
- I presented the Bartlett City Schools 24-25 budget to the City of Bartlett and attended the first reading of our budget.
- On Tuesday, State Education Commissioner Reynolds met with our district leadership and me. Good conversation on many issues such TISA funding, teacher shortages, and CTE.
- I will be attending the TOSS Conference June 11th -13th, 2024.
- Our summer schedule will start next week. Tomorrow is our annual end of year picnic for 12-month employees at the McDonald Pavilion starting at 11:30 a.m.
- Congratulations to our BHS Unified team, and coaches, for being the 2024 TSSAA State Track & Field Championships! They are 3-time State Champions!

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

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

UNFINISHED BOARD BUSINESS

SECOND READING REVISED Policy 5028: Vacations and Holidays

The Second Reading of Revised Policy 5028: Vacations and Holidays 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: Absent, Mr. Brad Ratliff: Absent, Bryan Woodruff: Aye

BOARD ACTION ITEMS

New Board Business

FY2023 Consolidated Application for IDEA/ESEA Funding for 2024-2025

The FY2023 Consolidated Application for IDEA/ESEA Funding for 2024-2025 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: Absent, Mr. Brad Ratliff: Absent, Bryan Woodruff: Aye

2024-2025 BCS Differentiated Pay Plan

The 2024-2025 BCS Differentiated Pay Plan 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: Absent, Mr. Brad Ratliff: Absent, Bryan Woodruff: Aye

2024-2025 BCS Teacher Pay Scales

The 2024-2025 BCS Teacher Pay Scales 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: Absent, Mr. Brad Ratliff: Absent, Bryan Woodruff: Aye

Behavior Services of the Mid-South Contract

The Behavior Services of the Mid-South Contract 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: Absent, Mr. Brad Ratliff: Absent, Bryan Woodruff: Aye

Carrier of Student Insurance

Carrier of Student Insurance awarded to K & K 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: Absent, Mr. Brad Ratliff: Absent, Bryan Woodruff: Aye

Paint Upgrade Project Bid#FY24012 for Bon Lin Elementary and Bon Lin Middle

The Paint Upgrade Project Bid#FY24012 for Bon Lin Elementary and Bon Lin Middle awarded to AMG Painting in the amount of \$53,000.00 and \$55,500.00 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: Absent, Mr. Brad Ratliff: Absent, Bryan Woodruff: Aye

Pavement Resurfacing Project Bid#FY24013 Ellendale Elementary, Appling Middle, and Bon Lin Middle School

The Pavement Resurfacing Project Bid#FY24013 for Ellendale Elementary, Appling Middle, and Bon Lin Middle School was awarded to Hollingsworth Paving in the amount of \$309,507.26 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: Absent, Mr. Brad Ratliff: Absent, Bryan Woodruff: Aye

Pavement Resurfacing Project Bid#FY24014 Bartlett Elementary School

The Pavement Resurfacing Project Bid#FY24014 for Bartlett Elementary School was awarded to Gibson Paving in the amount of \$504,924.00 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: Absent, Mr. Brad Ratliff: Absent, Bryan Woodruff: Aye

Letter of Intent (LOI) Par-Cou Janitorial Services Renewal

The Letter of Intent (LOI) for Par-Cou Janitorial Services Renewal 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: Absent, Mr. Brad Ratliff: Absent, Bryan Woodruff: Aye

Letter of Intent (LOI) Hiland Dairy Renewal (ice cream novelty products)

The Letter of Intent (LOI) Hiland Dairy Renewal (milk and dairy products) 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: Absent, Mr. Brad Ratliff: Absent, Bryan Woodruff: Aye

Letter of Intent (LOI) Hiland Dairy Renewal (milk and dairy products)

The Letter of Intent (LOI) Hiland Dairy Renewal (milk and dairy products) 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: Absent, Mr. Brad Ratliff: Absent, Bryan Woodruff: Aye

Letter of Intent (LOI) Sysco Memphis LLC Renewal (food products)

The Letter of Intent (LOI) Sysco Memphis LLC Renewal (food products) 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: Absent, Mr. Brad Ratliff: Absent, Bryan Woodruff: Aye

Recommendation to purchase Tyler Technologies' MUNIS as new Enterprise Resource Planning (ERP) system

The recommendation to purchase Tyler Technologies' MUNIS as new Enterprise Resource Planning (ERP) system 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: Absent, Mr. Brad Ratliff: Absent, Bryan Woodruff: Aye

Resolution 11-9 Budget Amendment

Resolution 11-9 Budget Amendment 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: Absent, Mr. Brad Ratliff: Absent, Bryan Woodruff: Aye

2023-2024 Superintendent Evaluation Instrument

The 2023-2024 Superintendent Evaluation Instrument 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: Absent, Mr. Brad Ratliff: Absent, Bryan Woodruff: Aye

Emergency Operations Plan

The Emergency Operations Plan 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: Absent, Mr. Brad Ratliff: Absent, Bryan Woodruff: Aye

2024 Tenure Recommendations

Kristy Ford, Chief Academic Officer, read the names of the 2024 Tenured Teachers into the record. Each teacher was recognized and presented with a certificate.

The 2024 Tenure Recommendations 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: Absent, Mr. Brad Ratliff: Absent, Bryan Woodruff: Aye

Tamrelyn Banning, Oak Elementary School
Selina, Bradley, Bartlett High School
Brandon Carter, Bartlett High School
Joshua Cupples, Bon Lin Middle School
Angela, Dalton, Bon Lin Elementary School
Robert Davis, Elmore Park Middle School
Amanda Feaster, Ellendale Elementary School
Alice Fraser, Oak Elementary School
Rhonda Grammer, Elmore Park Middle School
Sheilah Greenburg, Bon Lin Middle School
Hannah Harris, Bartlett High Ninth Grade Academy
Brennan Harrison, Rivercrest Elem. School
Jessica Kenerly, Oak Elementary School
Carson Lamm, Bon Lin Elementary School
Amber Land, Bartlett High School
Amanda Lemonds, Bon Lin Elementary School
Amy Maliskas, Oak Elementary School

Magita McKinney, Bon Lin Elementary School
Christiana Moore, Bartlett High School
Miranda Moore, Appling Middle School
Tameka Nelson, Appling Middle School
Lana Paluso, Bon Lin Middle School
Kimberly Papple, Rivercrest Elem. School
Brooke Parker, Bartlett High Ninth Grade Academy
Jessica Powers Wack, Bartlett High School
Kazimir Pumphrey, Oak Elementary School
Emily Randolph, Bon Lin Elementary School
Jennifer Read, Bon Lin Middle School
Rodney Riding, Bartlett High School
Reagan Ryder, Bartlett High School
Danielle Sanders, Bon Lin Elementary School
Christy Sirasombath, Oak Elementary School
Chole Smuk, Appling Middle School
Courtney Tucker, Oak Elementary School
Michael Zust, Bartlett High School

ADJOURNMENT

The meeting adjourned at 7:40 p.m.

Bryan Woodruff, Chairman

Dr. David A. Stephens, Superintendent

POLICY 2014: Personal Property Sales

When equipment, books, materials, and other personal property no longer have an intended use by the district or are no longer capable of being used because of condition, the Board shall declare them surplus property and authorize their disposal.¹ The Superintendent shall prepare a list of unusable items which shall contain the following information: name of item, date of purchase, and reason for disposal.

Surplus property which has no value or has a value of less than five hundred dollars (\$50250.00) may be disposed of without the necessity of bids. In order for such disposal without bids, the principal of the school or the appropriate director with the surplus personal property, the Superintendent, and the Board Chairman of the Board must all shall agree in writing that the property is worth less than five hundred dollars (\$50250.00) in value.²

All items which have a value above five hundred dollars (\$50250.00) shall be sold to the highest bidder after advertising in a ~~local~~ newspaper of general circulation at least seven (7) days prior to the sale. Notice shall also be published on a news and information website in accordance with state law.³

~~Surplus property which has no value or has a value of less than \$250.00 may be disposed of without the necessity of bids. In order for such disposal without bids, the principal of the school or the appropriate director with the surplus personal property, the Superintendent, and the Chairman of the Board must all agree that the property is worth less than \$250.00 in value.~~

If reasonable attempts to dispose of surplus property fail to produce monetary return to the district, the Superintendent or his/her designee shall authorize disposal in one of the following manners:

1. Remove salvageable parts
2. Take material to the county dump
3. Document description and disposal date

Other city agencies shall be made aware of surplus property ~~in order~~ to determine if they have a need for items deemed surplus by the Board.⁴

Disposition of Equipment Purchased with Federal Dollars⁵

When equipment that was purchased with federal dollars is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment shall be made as follows:

1. Items with a current per-unit fair market value of ~~less than~~ \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or.

¹ T.C.A. §49-6-2006(b)(3); T.C.A. §49-6-2007(a); T.C.A. §49-6-2208; T.C.A. §12-2-403(a)

² T.C.A. §49-6-2007(d)

³ T.C.A. §1-3-120(f)

⁴ T.C.A. §49-6-2007(a)

⁵ EDGAR Title 34, Part 80.32(e); 2 CFR § 200.313(e)

2. Items with a current per-unit fair market value in excess of \$5,000 may be retained or sold, and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

POLICY 2015: Purchasing

Purchasing Authority

Bartlett City Schools will purchase competitively without prejudice and seek maximum educational value for every dollar expended. The Superintendent shall serve as purchasing agent for District-wide purchasing,¹ and Principals shall serve as purchasing agents for individual schools. The acquisition of services, equipment, and supplies shall be centralized in the Purchasing Department with the approval of the Superintendent. All purchases of supplies, furniture, fixtures, and material of every kind that are subject to competitive bid requirements shall be approved by the Superintendent.

Routine purchases including supplies, furniture, fixtures, materials, equipment, and salaries required for the operation of the school system shall be anticipated and provided for in the budget and shall be authorized by the Board each fiscal year. The Superintendent or his/her designee through the Purchasing Department shall make all routine purchases without further Board authorization. However, no purchase shall exceed the function's budgeted authorization without Board approval.

Purchases which are not routine and which may or may not be specifically identified by line item in the budget shall require Board approval on an item-by-item basis. Such special purchases include, but are not limited to, all capital expenditures such as vehicles, buildings, major equipment, long-term use equipment, major contracts, and supplies of an unusual quantity or nature.

The Superintendent and his/her designee shall be authorized to acquire federal surplus property through the Tennessee General Services Department and to enter into agreements, certifications, and covenants of compliance concerning the use of federal surplus property.

The Superintendent is further empowered to waive normal purchasing requirements and to authorize procurement in the event of an operational emergency as defined below. However, if the emergency purchase is of such significant magnitude as to impact the integrity of the budget, then whenever possible the Chairman shall call a special or emergency meeting of the Board to deal with the matter. A report of the circumstances of any emergency purchase shall be presented to the Board and entered into the minutes of the next Board of Education meeting.

The Board recognizes that online purchasing may provide savings opportunities that serve the best interest of the District, but caution should be used to ensure that procurement procedures are followed. Online purchasing shall be permitted consistent with the purchasing procedures described herein.

Competitive Bid Requirements

All purchases of supplies, furniture, fixtures, materials, equipment, and services in excess of Twenty-Five Thousand Dollars (\$25,000) shall be made based on competitive bids and must be approved by the Superintendent.²

¹ T.C.A. §49-2-206(3); T.C.A. §6-36-115

² [T.C.A. §49-2-203\(a\)\(3\); T.C.A. §12-3-1212; T.C.A. §12-3-1204\(b\)](#)

Bids shall be solicited by advertisement through a comprehensive list of vendors or through a newspaper of general circulation in Shelby County. A comprehensive list of vendors may be used, provided that vendors on the list are given notice to bid, and provided further, that the Purchasing Department shall annually solicit for prospective vendors in a newspaper of general circulation in Shelby County and by publication on a news and information website in accordance with state law³ and update the comprehensive vendor list accordingly. If a comprehensive vendor list is not used, then an advertisement shall be circulated by newspaper as indicated above.

All purchases of supplies, furniture, fixtures, materials, equipment, and services totaling Twenty-Five Thousand Dollars (\$25,000) or less shall be made in the open market without public advertisement. However, whenever possible, such purchases totaling between Two Thousand, Five Hundred Dollars (\$2,500) and Twenty-Five Thousand Dollars (\$25,000) shall be based on at least three (3) competitive quotations or justification as to why three (3) quotations were not obtained.⁴ Notwithstanding the foregoing, individual school purchases totaling between Five Hundred Dollars (\$500) and Twenty-Five Thousand Dollars (\$25,000) shall be based on at least three (3) competitive quotations pursuant to the Tennessee Internal School Uniform Accounting Policy Manual.

Separating or splitting an order to avoid the use of competitive bidding or other procurement requirements is strictly prohibited. Employees found in violation of this provision may be subject to discipline, up to and including dismissal.

Exceptions to Competitive Bidding

The following are exceptions to the competitive bidding requirement:⁵

1. Professional Services Contracts. Professional services are defined as services provided by an individual or group with specialized training or expertise and shall be awarded on the basis of recognized competence and integrity.⁶ Professional services include, but are not limited to, financial advisory services, educational consulting services, legal services, construction management services that are provided for a fee and that involve preconstruction and construction administration and management services, insurance services, auditing services, engineering services, professional development services, and energy-related services that include both engineering services and equipment, and have as their purpose the reduction of energy costs in public schools.
2. Liability Insurance purchased through a plan authorized and approved by any organization of governmental entities representing cities and counties.
3. Purchases of goods or contracts for services from sole source and single source providers. Sole source providers are defined as suppliers of goods and services exempt from competitive bidding requirements due to the absence of another supplier capable of providing the product or performing the service. Single source provider is defined as one of a number of suppliers of goods and services which, for an acceptable reason, is

³ T.C.A. §1-3-120(f)

⁴ T.C.A. §49-2-203(a)(3)(A)-(B); T.C.A. §49-2-206(b)(2);
T.C.A. §12-3-1212; Public Acts of 2024, Chapter No. 513

⁵ T.C.A. §49-2-203(a)(3)(A)-(B); T.C.A. §49-2-206(b)(2);
T.C.A. §12-3-1212; Public Acts of 2024, Chapter No. 513

⁶ T.C.A. §12-3-1209; T.C.A. §12-4-107; T.C.A. §29-20-407

uniquely qualified to meet the District's procurement goals due to specific qualifications or attributes. Such qualifications or attributes include, but are not limited to, availability of product, compatibility with existing District products, standardization of the product with existing District products, and grant or contract requirements.

4. Cooperative Purchasing. Cooperative purchasing is defined as purchases of supplies, equipment, and services under a competitive bid issued by any municipality, county, utility district, the State of Tennessee, or other local governmental unit of the State.
5. Emergency Purchases. Emergency purchases are defined as purchases of any parts, supplies, or services in the event of an operational emergency. Operational emergencies include major disruptions to educational activities or unforeseen dangers to life, health, safety, or property that create an immediate purchasing need that cannot be met through normal purchasing methods. A report of the circumstances of any emergency purchase shall be presented to the Board and entered into the minutes of the next Board of Education meeting.
- 5.6. Purchases of fuel in bulk amounts that would exceed the bid limits may be made in the open market without public advertisement or competitive bidding. Whenever possible, however, at least three (3) documented quotes shall be obtained.⁷

All purchases in this category exceeding One Hundred Thousand Dollars (\$100,000) must be approved by the Board.

Purchasing Procedures

All requisitions shall be approved by the Principal for school purchases or the appropriate Department head for Central Office purchases and submitted to the Superintendent on forms provided by the Purchasing Department. Requisitions shall include the following:

1. Department making request
2. Items requested
3. Reason for request
4. Line item expense code
5. Assurance of funds availability
6. Three (3) bids or justification as to why three (3) bids were not obtained; and
7. Authorized signature of Department head (or approved budget manager)

All District purchases shall be made by purchase order or formal contract, and no purchase shall be made nor payment approved unless covered by an approved purchase order. The Superintendent shall approve all District purchase orders for payment.

Principals may approve purchase orders of up to Twenty-Five Thousand Dollars (\$25,000) for supplies, equipment, or services when such expenditures do not exceed the school budget and will be completed in the current fiscal year. Notwithstanding the foregoing, the Superintendent shall approve the following school purchases:

1. A single piece of equipment costing more than Five Thousand Dollars (\$ 5,000.00);
2. One that is to be attached to or one that requires alteration of the building; or
3. One that will become a permanent fixture.

Online purchasing shall be permitted with the following requirements:

⁷T.C.A. §12-3-12(a)

1. Prior authorization must be obtained from the Superintendent before setting up new online accounts, and schools shall maintain a list of all accounts.
2. Online purchases must be for school purposes and made in accordance with established policies and procedures. School employees are prohibited from making personal purchases even with the intent of reimbursing the school system. School employees are prohibited from using a school's tax exempt status for personal purchases of any kind.⁸
3. The availability of money for the fund/account in question should be determined through the requisition process before purchase orders are approved.
4. All purchase orders must be properly filled out and approved prior to a purchase.
5. Necessary price quotes should be obtained where possible and/or practical and retained with other purchase documentation.

Disclaimers and Restrictions

Purchases made by unauthorized individuals or made in an unauthorized manner shall become the personal responsibility of the persons making the purchase agreement. Employees authorizing or contracting for such purchases may be subject to discipline, up to and including dismissal. The Board shall not, under any circumstances, be responsible for payment for any services, equipment, fixtures, materials, or supplies, purchased by unauthorized individuals or in an unprescribed manner.

Private contacts between all District officers, employees, and suppliers shall be minimized upon the accepted premises that contact other than discussion in an open public forum compromises the District in its responsibility to deal openly and fairly with all persons. If engaged, such contacts should be made equally available to all suppliers. Further, consistent with Policy 5024: Ethics, all BCS employees shall avoid any conflict of interest or appearance of impropriety between their personal interest, financial or otherwise, and the interests of the District. In cases of uncertainty, an employee should request a ruling from the Superintendent.

⁸ T.C.A. §49-2-608(1)

POLICY 3018: Student Transportation Management

Generally

School buses shall be maintained and operated in accordance with state law and in accordance with the specifications developed by the Department of Education and approved by the Department of Safety.¹ Transportation shall be provided for all Bartlett residents who live more than 1 ½ miles by the nearest accessible route from the school to which they are assigned. Students shall not be in transit to and from school more than one and one-half (1 1/2) hours each way. Transportation shall not be provided for resident students attending a non-assigned school or for non-resident students. All accidents, regardless of the damage involved, must be reported to the Transportation Supervisor, including incidents in which any part of the bus contacts any other object or vehicle. The Superintendent shall develop procedures to ensure compliance with the statutory and regulatory requirements for the District's student transportation program.

Transportation Supervisor

The Superintendent shall appoint a Transportation Supervisor who shall be responsible for the monitoring and oversight of transportation services for the District. Upon being appointed, the Transportation Supervisor shall complete a student transportation management training program developed jointly by the Tennessee Department of Safety and Tennessee Department of Education. Each year thereafter, the Transportation Supervisor shall complete a minimum of four (4) hours of annual student transportation management training approved by those departments; provided, the annual training shall not be required in the same year the management training program is completed. The annual training and management training program must include procedures concerning persons improperly on school busses.² The Transportation Supervisor shall ensure that all transportation records are collected and maintained in accordance with state law and State Board rules and regulations.

Contracted Bus Service

The Superintendent shall contract for student transportation services annually or as otherwise authorized by the Board. School buses shall be operated in accordance with State and Federal law, and the Superintendent shall ensure that the following requirements are satisfied.³

- a) Each school bus and all related equipment shall be maintained in condition to operate safely at all times during the school year and shall conform to specifications set forth by the State Board of Education and National Highway Traffic Safety Administration.
- b) Each school bus shall be equipped with the phone number for reporting safety complaints on its rear bumper. Buses shall also include notice in a conspicuous place that only authorized persons shall enter the bus. This notice shall include appropriate contact information in case of an issue on the bus.⁴
- c) Each school bus driver shall obey all applicable state rules and regulations.
- d) Each contractor shall have on file in the Superintendent's office a current statement of liability and property damage insurance coverage in the amounts prescribed by State Board rules.
- e) Each school bus driver shall follow BCS policies regarding the transportation of students or the prohibition against transporting BCS students.

¹ T.C.A. §49-6-2108; T.C.A. §49-6-2109; TRR/MS 0520-01-05

² T.C.A. §49-6-2116(b); T.C.A. §49-6-2008

³ T.C.A. §49-6-2109; TRR/MS 0520-1-5

⁴ T.C.A. §49-6-2008(e)

- f) ~~Annually, e~~Each school bus driver shall pass ~~an annual~~ physical and mental examination, ~~a drug screen, and a background check~~ or shall be prohibited from transporting BCS students. The results of such annual physical and mental examination, ~~drug screen, and background check~~ shall be submitted to the Superintendent or his/her designee. The Board shall revoke the certificate of any school bus driver found to be physically, mentally, or morally unfit to operate a school bus. Additionally, a certificate shall be revoked if the school bus driver is convicted of driving under the influence, vehicular assault, vehicular homicide, aggravated vehicular homicide, or the manufacture, delivery, sale, or possession of a controlled substance or analogue.⁵
- g) Each school bus driver must possess the proper license with school bus and passenger endorsements in the appropriate vehicle class.
- h) Each contractor shall participate fully in the complaint process and recordkeeping requirements as outlined below.
- h)i) Each school bus driver shall receive a certificate from the Board prior to operating a school bus for the district. The issuance of a certificate to a school bus driver shall be based on the qualifications of school bus drivers as determined by the Superintendent.⁶

Transportation Related Complaints⁷

Students, parents, teachers, staff, and community members are encouraged to report school bus safety complaints on a form that is developed by the Transportation Supervisor. The complaint form shall be available in each school's main office, the Central Office, and on the District's website. Complaints may also be reported to the telephone number displayed on the bumper of each school bus serving the District. If a complaint is received via telephone, the person designated to receive calls shall complete the complaint form and submit it to the Transportation Supervisor. Each complaint form will be time and date stamped upon receipt by the District.

The Transportation Supervisor shall ensure that the investigation of all safety related complaints is commenced within twenty-four (24) hours of receipt. Within forty-eight (48) hours of receipt of a complaint, a preliminary report shall be issued to the Superintendent and shall include the following information:

- a) The time and date of receipt of the complaint;
- b) A copy or summary of the complaint;
- c) The name of the bus driver of the ~~school~~ bus on which the complaint arose;
- d) A list of all prior complaints or disciplinary actions, if any, taken against the driver.

Within sixty (60) school days of receipt of the complaint, the Transportation Supervisor shall ensure that a final report is submitted to the Superintendent including any findings and any action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parent(s)/guardian(s) and students in the BCS student handbook as well as on the transportation page of the BCS website.⁸

Recordkeeping⁹

⁵ T.C.A. §49-6-2107; T.C.A. §49-6-2108(b)

⁶ T.C.A. §49-6-2107

⁷ T.C.A. §49-6-2116(d)

⁸ T.C.A. §49-6-2116

⁹ T.C.A. §49-6-2116(d)(5)

The Transportation Supervisor shall ensure the following records are collected and maintained:

- a) Bus maintenance and inspection forms;
- b) Bus driver credentials, including required background checks, health records, and performance reviews;
- c) Driver training records;
- d) Accident reports; and
- e) Complaints received and any records related to the investigation of those complaints.

The Transportation Supervisor shall be responsible for ensuring that this policy is included on the District's website and in each of BCS's student handbooks.

Use of Video Cameras and Related Video Footage

Video cameras may be used to monitor student behavior on vehicles transporting students to and from school or extracurricular activities.

The District shall keep all video recording of students, if any, confidential and shall at all times comply with T.C.A. §10-7-504, the Family Educational Rights and Privacy Act (20 U.S.C. §1232(g)), and other relevant state and federal privacy laws related to video recordings.

Parents or guardians who wish to view video footage collected from school buses, if any, shall contact the BCS Transportation Supervisor with the basis of such request. Video footage shall be viewed consistent with the terms of T.C.A. §49-6-2119 and under the supervision of the BCS Transportation Supervisor.

Video footage collected from school buses, if any, shall be maintained for ten (10) calendar days.

Click here to choose a school board.

Monitoring: Click here to enter text.	Descriptor Term: Use of Artificial Intelligence Programs	Descriptor Code: 4020	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the
3 district.¹

4 Only approved AI programs may be utilized in student instruction or in completing student work. The
5 Superintendent shall develop a procedure for staff to submit additional programs for approval.

6 The Director of Technology is tasked with overseeing the implementation of AI programs. The
7 Director and his/her designees will review artificial intelligence programs to ensure compliance with
8 BCS policies, state law, and federal student data privacy laws. The Director of Technology will then
9 present recommendations to the Superintendent for approval. Any approved programs shall be
10 accessible to all students.

11 Employees shall not place personally identifiable information, financial information, intellectual
12 property, or other confidential information into an AI system.

13 The Superintendent shall encourage and incorporate training programs on AI into professional
14 development for staff. This training shall focus on responsible use of AI and best practices for use in
15 school settings and include instruction regarding personally identifiable information and the need to
16 comply with state and federal data privacy laws. Emphasis shall be placed on the importance of
17 securing and properly storing any data that is collected by the district in compliance with state and
18 federal law.

19 **STAFF USE**

20 Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting
21 communications, notes, images, and the development of content for instructional or administrative
22 purposes, as well as analyzing data and information. The following requirements shall be adhered to
23 when using AI in the completion of work:

- 24 1. Employees shall disclose their use of a generative AI tool if failure to do so would:
25 a. Violate the terms of the use of the AI tool;
26 b. Would mislead a supervisor or others as to the nature of the work; or
27 c. Would be inconsistent with the Tennessee or BCS teacher code of ethics;²

- 28
29 2. Employees shall take all reasonable precautions to ensure the security of private student data
30 when utilizing AI programs;
31

- 1 3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to
2 professional use in order to reduce the risk of errors and inaccuracies; and
3
- 4 4. Outputs shall not be incorporated into proprietary content or works
5

6 **STUDENT USE**

7 Teachers may allow students to use approved AI programs for instructional purposes after receiving
8 required training and written approval by the Technology Department, or the Director of Technology's
9 designee. Any such use shall align with approved instructional standards and curriculum. Prior to using
10 AI, teachers shall ensure students are provided with appropriate instruction on the responsible use of
11 AI.

12 **ACADEMIC INTEGRITY**

13 Students shall be instructed on responsible use standards including but not limited to the following:

- 14 1. Effective use of generative AI;
15
- 16 2. When it is appropriate to use AI in assignments;
17
- 18 3. How to determine whether AI responses are accurate;
19
- 20 4. Users assume responsibility for incorporating AI content responsibly; and
21
- 22 5. The difference between cheating and seeking support.

23 **NOTICE TO PARENTS**

24 The Superintendent shall provide notice to parent(s)/guardian(s) about the use of AI programs in the
25 district. An approved list of AI programs will be provided by the Director of Technology by posting on
26 the BCS website and in each school's student handbook as appropriate.

27 **REPORTING**

28 The Superintendent shall submit a report to the Board of Education each June on how this Policy will
29 be enforced in the upcoming school year. The Board shall approve the report, and the Superintendent
30 shall submit it to the Department of Education by July 1st.

Legal References

1. [Public Acts of 2024, Chapter No. 550](#)
2. [TCA 49-5-1001](#)

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

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.

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

Hazing

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

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

⁶ T.C.A. §49-2-120

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 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.

⁷ Public Chapter 272 (2021)

⁸ T.C.A. §68-6-103

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.

Home School Student Participation¹²

Home school students shall be permitted to participate in accordance with TSSAA or TMSAA guidelines. If a school is not a member with these organizations, home school students that are zoned for the school shall be permitted to participate in interscholastic athletics to the same extent as other students.

¹⁰ [Public Chapter 272 \(2021\) T.C.A. §49-6-3601](#)

¹¹ [Public Chapter 272 \(2021\) T.C.A. §49-6-3603](#)

¹² [T.C.A. §49-6-3050\(e\)\(1\)\(B\)](#)

Bartlett City Board of Education		4037
Descriptor Term: CLASS SIZE RATIOS	Descriptor Code: Instruction	Issue Date: 08/24/2023
	Rescinds:	Revised:

1 Pupil-teacher ratios shall not exceed the averages outlined in state law.¹ Further, individual class
2 sizes shall not exceed the maximum allowed by state law. Class size limits may be exceeded in
3 courses such as typewriting, junior reserve officers' training corps (JROTC), and instrumental and
4 vocal music classes, provided that the effectiveness of the instructional program is not impaired.

5 **WAIVERS**

6 The Superintendent or his/her designee may seek a waiver from the Commissioner of Education
7 to extend career and technical education (CTE) classes in grades ~~six~~nine through ~~twelve~~ (6-
8 12), provided these class sizes do not exceed the maximum permitted for CTE classes. For
9 grades six through eight (6-8), the class size may be extended, but the class size and average
10 must not exceed those set for general education classes in grades seven through twelve (7-12).²
11 ~~The Superintendent shall apply for additional waivers as needed in compliance with state law.~~

12 Should Bartlett City Schools enroll displaced students because of a natural disaster, the
13 Commissioner of Education may grant a waiver from the maximum class sizes due to such
14 enrollment.

15 The Superintendent shall apply for additional waivers as needed in compliance with state law.

16

¹ T.C.A. §49-1-104; TRR/MS 0520-01-02-.31(4)

² T.C.A. §49-1-104(g)(3)

Bartlett City Board of Education		5034
Descriptor Term: SUBSTITUTE TEACHERS	Descriptor Code: Personnel	Issue Date: 07/24/2014
	Rescinds:	Revised: 07/23/2020

1 Substitute teachers are those teachers used to replace teachers on leave or to fill
2 temporary vacancies [until a licensed teacher is available](#).¹² Substitute teachers may be
3 employed and paid directly by the Bartlett City Board of Education or by a third-party
4 [public or private](#) employer through an agreement between such third-party employer and
5 the Board. Substitute teachers employed by third-party entities shall be subject to the
6 same unemployment benefit eligibility conditions as substitute teachers employed directly
7 by the Board.³

8 Application/Qualifications

9 Criminal history record checks and fingerprinting of applicants for substitute teaching are
10 required.⁴

11 Applicants with revoked [or suspended](#) licenses or certificates according to the
12 [Department of Education State Board of Education](#) shall not be hired.⁵

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

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

18 Compensation

19 If employed directly by the Bartlett City Board of Education, the compensation of
20 substitute teachers shall be determined annually by the Board. [Retired teachers serving
21 as substitutes who do not have an active teaching license shall be paid the same as a
22 retired substitute teacher with an active teaching license. This compensation rule only
23 applies to teachers who retired after July 1, 2011 through July 1, 2016.](#)⁶

¹ TRR/MS 0520-1-2-.04(~~6~~)

² [T.C.A. §49-5-709](#)

³ T.C.A. §49-5-709

⁴ T.C.A. §49-5-413

⁵ T.C.A. §49-2-203(a)(~~145~~)

⁶ [T.C.A. §49-3-312](#)

1 Retired teachers may substitute one-hundred twenty (120) days during a twelve-month
2 period without loss of retirement benefits; provided, the retired member does not return
3 to service until the expiration of at least sixty (60) calendar days from the member's
4 effective date of retirement, unless the member returns to service in a position wherein
5 he or she renders no more than one-half (1/2) the hours he or she was scheduled to work
6 prior to retirement, and the Superintendent certifies that no other qualified persons are
7 reasonably available to fill the position.⁷

8 Retired teachers may substitute in addition to the one-hundred twenty (120) days;
9 provided, their compensation for such work does not exceed the rate set by the Board for
10 substitute teachers filling similar vacant positions, and the total salary paid to any such
11 retired member for teaching during the twelve-month period does not exceed the pertinent
12 pro rata share of average BCS salary being paid in the academic discipline concerned.⁸

13 The Superintendent or his/her designee shall make such certifications to the state
14 retirement division as required by law and in such manner as prescribed by the retirement
15 division and as acknowledged by the member. Should the member's period of return of
16 service or the compensation paid therefor exceed the state retirement division's
17 specifications, the member's monthly retirement allowance shall be reduced as required
18 by law.⁹

19 Certification

20 When substituting for a regular teacher who has been absent for twenty (20) consecutive
21 days, a substitute teacher must possess a teaching certificate with endorsement in the
22 discipline(s) to be taught or shall be a retired teacher that held the appropriate
23 endorsement.¹⁰ When substituting for a teacher without sick leave, the substitute shall be
24 certified and paid according to the state salary schedule.¹¹

25 ~~Retired teachers may substitute one-hundred twenty (120) days per year without loss of~~
26 ~~retirement benefits, and may substitute for additional ninety (90) days if the~~
27 ~~Superintendent certifies in writing to the State Board of Education that no other qualified~~
28 ~~personnel are available to substitute teach.~~¹²

29 Emergency Needs

30 All teacher aides, secretaries, and clerks are approved substitute teachers for use in
31 emergency situations. Emergency use shall be defined as less than a full day due to the
32 regular or substitute teacher being unable to arrive on time or remain for the full day. Said

⁷ T.C.A. §8-36-805(1); T.C.A. §8-36-805(4)

⁸ T.C.A. §8-36-805(3)

⁹ T.C.A. §8-36-805

¹⁰ T.C.A. §49-3-312; TRR/MS 0520-1-2-.04(5)(b)

¹¹ TRR/MS 0520-01-02-.04(5)

¹² T.C.A. §8-36-805(1)-(3)

1 substitutes shall receive the proportionate equivalent salary regular substitute teachers
2 would receive under similar circumstances or their regular salary, if higher; however, they
3 shall not receive pay for both positions at the same time. In times of extreme emergency,
4 including public health crisis, natural disaster, or other emergency which threatens the
5 health or safety of students, staff, or school property, all teacher aides, secretaries, clerks,
6 and other suitable persons are approved substitute teachers until such time as a regular
7 or substitute teacher may be found.

8 Training and Orientation

9 The Superintendent shall be responsible for ensuring that there are appropriate training
10 and development programs for substitute teachers [that include the annual school safety](#)
11 [training required by state law or other instruction on emergency response procedures](#)
12 [developed by the Board](#).¹³

13 Responsibilities

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

16 Re-Employment and Termination

17 On an annual basis, the Superintendent, with input from the principals [and Chief Human](#)
18 [Resources Officer](#), shall determine which substitute teachers performed at an acceptable
19 level. Substitute teachers who performed below an acceptable level shall not be re-
20 employed.

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

¹³ [T.C.A. §49-2-203\(a\)\(14\)\(A\)](#)

POLICY 6004: School Year / School Calendar

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

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

— Four (4) discretionary days

The calendar shall make provision for the opening and closing of school, in-service education, and other discretionary days assigned by the Board during the school year.² Each day of in-service education included in the school calendar shall be equivalent to not less than six (6) hours of planned activities.³ Discretionary days may be designated by the Board as student attendance days, in-service days, or administrative days which may be used by administrators, faculty, and staff for preparation for commencement of classes, record keeping, grading examinations, parent-teacher conferences, and other classroom functions.⁴ Consideration should be given to coordinating holidays and fall/spring breaks with other school systems. Before final adoption, the proposed calendar may be distributed among school employees for suggestions.

Upon recommendation of the Superintendent, the calendar may be revised by the Board of Education due to inclement weather, public health emergency, or other similar considerations. When schools are closed due to emergencies or unforeseen circumstances, lost instructional time shall be made up to the required minimum unless otherwise approved by the State Department of Education.⁵

¹ T.C.A. §49-6-3004(a)

² TRR/MS 0520-1-3-.02

³ TN Dept. of Education, *Guidelines for Planning Approvable In-Service Education Activities*

⁴ T.C.A. §49-6-3004

⁵ T.C.A. §49-6-3004(a)(6)

Bartlett City Board of Education		6020
Descriptor Term: COMPULSORY ATTENDANCE AGE	Descriptor Code: Student Services	Issue Date: 02/27/2014
	Rescinds:	Revised: 06/27/2024

1 Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a
2 public or private school.¹ A parent/guardian or legal custodian who believes that his child is not
3 ready to attend school at the designated age of mandatory attendance may make application to
4 the principal of the public school which the child would attend for a one (1) semester or one year
5 deferral in required attendance. Any such deferral shall be reported to the Superintendent by the
6 principal.² Under certain circumstances prescribed by State law, the Board may temporarily
7 excuse students from complying with the provisions of the compulsory attendance law.³

8 Any child residing within the City of Bartlett who is or will be five (5) years of age on or before
9 August 15 of the current school year, ~~may who makes application for admission, shall~~ be enrolled
10 at the beginning of the school year in the school designated by the Board.⁴ Any transfer student
11 who was previously enrolled in an approved kindergarten program and who will reach five (5)
12 years of age on or before December 31 of the current school year shall be enrolled. A child
13 entering a special education program shall be no less than three (3) years of age.⁵

14
15 ~~If a child will be five (5) years of age on or before September 30, such child's parent(s)/legal~~
16 ~~guardian(s) may request that the child be admitted into kindergarten. Upon request, the~~
17 ~~Superintendent shall administer an evaluation and examination. If the results indicate the child is~~
18 ~~sufficiently mature emotionally and academically, then the child may be enrolled into~~
19 ~~kindergarten.⁶ The Superintendent shall develop administrative procedures to implement the~~
20 ~~provisions of this policy.~~

21 No child shall be eligible to enter first grade without having attended an approved kindergarten
22 program.⁷

23 ~~A child entering a special education program shall be no less than three (3) years of age.~~⁸

24 A person eighteen (18) years of age or older who applies for admission must have the application

¹ T.C.A. §49-6-3001(c)(1)

² T.C.A. §49-6-3001(c)(5)

³ T.C.A. §49-6-3005

⁴ T.C.A. §49-6-201(b)(3); T.C.A §49-6-3001(a)

⁵ 20 U.S.C. 5 §§1400-1485

~~⁶ T.C.A. §49-6-3001(b)(2)(B)~~

⁷ T.C.A. §49-6-201(8)(d)

~~⁸ 20 U.S.C. 5 §§1400-1485~~

1 approved by the principal when:

- 2 1. The applicant fails to enroll within twenty (20) calendar days after school officially
- 3 starts; or
- 4 2. The applicant has dropped out of school and wants to re-enter.

5 The Board may excuse from compulsory attendance students who have attained their

6 seventeenth (17th) birthday and whose continued compulsory attendance, in the opinion of the

7 Board with the written recommendation of the Superintendent and Principal, results in detriment

8 to good order and discipline and to the instruction of other students and is not of substantial benefit

9 to the children.⁹

10

11 The compulsory attendance law shall not apply to the following:¹⁰

- 12 1. A student who has received a diploma or other certificate of graduation; or
- 13 2. A student who is enrolled and making satisfactory progress in a course leading to a GED;
- 14 or
- 15 3. A student who is six (6) years of age or younger and whose parent/guardian has filed a
- 16 notice of intent to conduct home school with the Superintendent; or
- 17 4. A student enrolled in a home school who has reached the age of seventeen (17).

⁹ T.C.A. §49-6-3005; TRR/MS 0520-01-02-.17

¹⁰ T.C.A. §49-6-3001(c)(2)(A)-(D)