

## Bartlett City Board of Education Business Meeting

AUDITORIUM  
5705 STAGE ROAD  
BARTLETT, TN 38134

July 25, 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
- V. PUBLIC COMMENT
- VI. APPROVAL OF AGENDA
- VII. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
  - A. June 27, 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. Consent Agenda
    - 1. FIRST READING REVISED Policy 3020: Emergency Preparedness Plan
    - 2. FIRST READING REVISED Policy 3022: Security
    - 3. FIRST READING REVISED Policy 4006: Library Materials
    - 4. FIRST READING REVISED Policy 4009: Promotion and Retention
    - 5. FIRST READING REVISED Policy 4014: Grading System
    - 6. FIRST READING REVISED Policy 4019: Family Life Curriculum
    - 7. FIRST READING REVISED Policy 5014.3: Physical Assault **Leave** of School Employees
    - 8. FIRST READING REVISED Policy 6016: School Admissions
    - 9. FIRST READING REVISED Policy 6017: Admissions of Suspended or Expelled Students
    - 10. FIRST READING REVISED Policy 6026: Zero Tolerance Offenses
    - 11. FIRST READING REVISED Policy 6046: ~~Child Abuse and Neglect~~ Reporting Child Abuse
    - 12. FIRST READING REVISED Policy 6051: ~~Visitors to the Schools~~ Visitors Code of Conduct
  - B. New Board Business
    - 1. Memorandum of Understanding (MOU) between TCAT Memphis and Bartlett City Board of Education

2. Memorandum Of Understanding Between The City of Bartlett and City of Bartlett, TN Police Department and Bartlett City Schools
3. Memorandum of Understanding (MOU) between Bartlett City Board of Education and the Shelby County Sheriff's Office for School Resource Officers
4. Agreement for Special Education Services with the State Special Schools (SSS) including Tennessee School for the Blind and Tennessee School for the Deaf
5. ACES-TN Contract
6. Stellar Therapy Services, LLC Contract
7. Purchase and Installation of 3 Multi-Zone Units for Bartlett High School A Building
8. 5-Year Capital Improvement Plan
9. Resolution 12-1 Budget Amendment
10. Approval of School Support Organizations (SSO) 2024-2025

XI. ADJOURNMENT

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

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

**June 27, 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  
Mrs. Shirley Jackson  
Mr. Bryan Woodruff

Absent:  
Mr. Brad Ratliff

**SPECIAL PRESENTATIONS**

**2023-2024 Superintendent Evaluation**

Kari Shoopman, General Counsel, presented the 2023-2024 Performance Evaluation for Dr. David A. Stephens, Superintendent of Bartlett City Schools.

<p><b>Superintendent of Schools Overall Evaluation Score</b></p> <p><b>Section I Qualitative:</b> Appendix A-Administrator Survey <u>4.91</u> X <u>15</u> % = <u>.74</u> Appendix B-Board Observational Data <u>4.90</u> X <u>85</u> % = <u>4.17</u></p> <p><b>OVERALL EVALUATION SCORE: <u>4.91</u></b></p>
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Nick Averwater, Amro Music Stores, Inc. presented the 2023 National Association of Music Merchants (NAMM) Best Communities for Music Education Award. Only eleven were awarded in the state of Tennessee. This is the seventh year in a row BCS has received this honor.

Superintendent Dr. David Stephens presented Mrs. Kristie Ford with an engraved cutting board and crystal plaque for her retirement from Chief Academic Officer at Bartlett City Schools. She has been in education for 35 years.

**PUBLIC COMMENT**

No public comments.

**APPROVAL OF AGENDA**

The addition of agenda items 4-12 to the Consent Agenda passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

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

Chairman Bryan Woodruff made the motion to approve the amended agenda. Mrs. Shirley Jackson seconded the motion. With all ayes, the amended agenda was approved.

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

The May 23, 2024 Business Meeting Minutes 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: Absent, Bryan Woodruff: Aye

**REPORTS**

**Chairman's Report**

No report.

**Superintendent's Report**

Superintendent Stephens provided the following updates:

- Congratulations to Elmore Park Middle School on being named a STEAM Designated School by Tennessee Department of Education and TN Steam Innovation Network.
- BHS Girls Track was invited to the Nike Nationals and won the 4x100 and the 4x200. Coach Nebo received the Distinguished Service Award for 2023-2024.
- Summer learning camp ended today. Thank you to Mrs. Ford and the T&L team for making the camp a success.

- I have provided each of you with a copy of our 3<sup>rd</sup> and 4<sup>th</sup> grade ELA math TCAP results. Improvement across the board and we outperformed the state in all TECAP tested subjects.
- We received our final TISA allocation today and CFO Winter's projection was spot on!
- Congratulations to Susan Lawson as the new Oak Elementary Principal.

### **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**

No Unfinished Board Business.

### **BOARD ACTION ITEMS**

#### **New Board Business**

#### **Election of Chairman**

Mr. David Cook was elected by roll call vote to serve as the Board Chairman beginning July 1, 2024 for a one-year term ending June 30, 2025.

#### **Election of Vice-Chairman**

Ms. Shirley Jackson was elected by roll call vote to serve as the Vice-Chairman beginning July 1, 2024 for a one-year term ending June 30, 2025.

#### **Election of Tennessee Legislative Network Representative (TLN)**

Mr. Brad Ratliff was elected by roll call vote to serve as the Tennessee Legislative Network Representative (TLN) beginning July 1, 2024 for a one-year term ending June 30, 2025.

### **Consent Agenda**

**FIRST READING REVISED Policy 2014: Personal Property Sales**

**FIRST READING REVISED Policy 2015: Purchasing**

**FIRST READING REVISED Policy 3018: Student Transportation Management**

**FIRST READING NEW Policy 4020: Use of Artificial Intelligence Programs**

**FIRST READING REVISED Policy 4027: Interscholastic Athletics**

**FIRST READING REVISED Policy 4037: Class Size**

**FIRST READING REVISED Policy 5034: Substitute Teachers**

**FIRST READING REVISED Policy 6004: School Year/School Calendar**

**FIRST READING REVISED POLICY 6020: Compulsory Attendance Age**

Suspension of the rules to approve policies on One Reading passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

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

The Consent Agenda 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: Absent, Bryan Woodruff: Aye

**Bartlett City Schools Attendance Plan for Truancy**

The Bartlett City Schools Attendance Plan for Truancy 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: Absent, Bryan Woodruff: Aye

**Advance Therapy Services Contract**

The Advance Therapy Services Contract 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: Absent, Bryan Woodruff: Aye

**Professional Audiological Services, Inc. Contract**

The Professional Audiological Services, Inc. Contract 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: Absent, Bryan Woodruff: Aye

**Memorandum of Understanding (MOU) Between Southern College of Optometry and Bartlett City Board of Education**

The Memorandum of Understanding (MOU) Between Southern College of Optometry and Bartlett City Board of Education 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: Absent, Bryan Woodruff: Aye

**Central Office Cleaning Services RFP –SKB Facilities and Maintenance**

The Central Office Cleaning Services RFP awarded to SKB Facilities and Maintenance 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: Absent, Bryan Woodruff: Aye

**Memorandum of Understanding (MOU): Apple Lease**

The Memorandum of Understanding (MOU): Apple Lease 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: Absent, Bryan Woodruff: Aye

**First 8 Contract, Memphis LLC Voluntary Pre-K Application**

The First 8 Contract, Memphis LLC Voluntary Pre-K Application 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: Absent, Bryan Woodruff: Aye

**Letter of Intent (LOI) Non-Food Bid#FY231008 – Sysco Memphis LLC**

The Letter of Intent (LOI) Non-Food Bid#FY231008 - Sysco Memphis LLC 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: Absent, Bryan Woodruff: Aye

**Letter of Intent (LOI) Non-Food Bid#FY231008 – American Paper and Twine**

The Letter of Intent (LOI) Non-Food Bid#FY231008 - American Paper and Twine 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: Absent, Bryan Woodruff: Aye

**Letter of Intent (LOI) Fresh Bread Products Bid#FY230007 – Bimbo Bakeries USA**

The Letter of Intent (LOI) Fresh Bread Products Bid#FY230007 - Bimbo Bakeries USA 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: Absent, Bryan Woodruff: Aye

**Uncollectible Cafeteria Charges**

Uncollectible Cafeteria Charges for school year 2023-2024 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: Absent, Bryan Woodruff: Aye

**Resolution 11-10 Budget Amendment**

Resolution 11-10 Budget Amendment 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: Absent, Bryan Woodruff: Aye

**2024 Tenure Recommendations**

2024 Tenure Recommendations for Zachary Clark, Bartlett High Ninth Grade Academy and Amanda Goodwin, Rivercrest Elementary School 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: Absent, Bryan Woodruff: Aye

**ADJOURNMENT**

The meeting adjourned at 7:42 p.m.

\_\_\_\_\_  
Bryan Woodruff, Chairman

\_\_\_\_\_  
Dr. David A. Stephens, Superintendent

<b>Bartlett City Board of Education</b>		<b>3020</b>
Descriptor Term: <b>EMERGENCY PREPAREDNESS PLAN</b>	Descriptor Code: <b>Support Services</b>	Issue Date: <b>07/24/2014</b>
	Rescinds:	Revised: <b>10/25/2018</b>

1 The Superintendent shall be responsible for developing, maintaining and acquiring Board  
2 approval of a comprehensive District school safety plan and building level school safety plans  
3 (“the District Emergency Preparedness Plan) regarding crisis intervention, emergency response,  
4 emergency management, and cyber security. The Emergency Preparedness Plan shall include  
5 procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes,  
6 or other severe weather, medical emergencies, and cyber-attacks.<sup>4</sup> which shall, at a minimum,  
7 include procedures for bomb threats, armed intruders, earthquakes, fires, tornados, floods, and  
8 medical emergencies.

9 The Principal of each school shall implement emergency preparedness drills which shall be  
10 approved by the Superintendent. When appropriate, such drills shall be held in conjunction with  
11 emergency response agencies. ~~These procedures shall be in written form and distributed to all~~  
12 ~~staff, students, and parents.~~

13 **FIRE AND SAFETY DRILLS**

14 The Principal shall be responsible for ensuring that one (1) fire drill requiring full evacuation is  
15 held every thirty (30) school days, with two (2) fire drills to be conducted within the first thirty (30)  
16 full days of school. Additionally, four (4) fire safety educational announcements shall be conducted  
17 throughout the school year.<sup>2</sup>

18 The Principal or his/her designee shall regularly check the quantity, locations, and conditions of  
19 the fire extinguishers and shall provide all school personnel instructions on how to properly use  
20 fire extinguishers.

21 The Principal shall also ensure that three (3) additional safety drills are given during the school  
22 year.<sup>3</sup> Two (2) such drills must cover earthquakes. The drills may cover inclement weather,  
23 earthquakes, armed intruders, or other emergency drills that do not require full evacuation. Two  
24 (2) of these drills must include earthquake drills,<sup>4</sup> and one may cover inclement weather,  
25 earthquakes, intruders, or other emergency drills that do not require full evacuation.

26 A record of all fire or safety drills, including the time and date, shall be kept in each school’s main  
27 office and shall be maintained for a period of five (5) years.

28 The Superintendent shall work with the Bartlett Police Department to develop a procedure for  
29 identifying the cause of any fire alarm activation. This procedure must be implemented by January  
30 1, 2025 and shall be reviewed and updated annually thereafter.<sup>5</sup>

<sup>4</sup> ~~TRR/MS 0520-1-3-03(15)~~

<sup>2</sup> T.C.A. §68-102-137(b)

<sup>3</sup> T.C.A. §68-102-137(f)

<sup>5</sup> Public Acts of 2024, Chapter No. 563

1 ~~**ANNUAL DRILLS**<sup>6</sup>The Principal shall also ensure that three (3) additional safety drills are given~~  
2 ~~during the school year.<sup>7</sup> Two (2) of these drills must include earthquake drills,<sup>8</sup> and one may cover~~  
3 ~~inclement weather, earthquakes, intruders, or other emergency drills that do not require full~~  
4 ~~evacuation.~~

5  
6 ~~A record of all fire or safety drills, including the time and date, shall be kept in each school's main~~  
7 ~~office and shall be made available upon request to the state fire marshal for inspection and~~  
8 ~~review.<sup>9</sup>~~

9  
10 The Principal shall ensure that the school safety team conducts each of the following type of drills  
11 annually:

12 1. at least one (1) Armed intruder drill is conducted annually in coordination with local law  
13 enforcement.<sup>10</sup>

14 2. An incident command drill; and

15 —An emergency bus safety drill.

16 ~~1. The Principal shall also ensure that three (3) additional safety drills are given during the~~  
17 ~~school year.<sup>11</sup> Two (2) of these drills must include earthquake drills,<sup>12</sup> and one may cover~~  
18 ~~inclement weather, earthquakes, intruders, or other emergency drills that do not require~~  
19 ~~full evacuation.~~

20 ~~A record of all fire or safety drills, including the time and date, shall be kept in each school's main~~  
21 ~~office and shall be made available upon request to the state fire marshal for inspection and~~  
22 ~~review.<sup>13</sup>~~

23 ~~The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and~~  
24 ~~shall give all school personnel instructions on how to properly use fire extinguishers.~~

25 3.

## 26 MEDICAL EMERGENCIES/PANDEMIC FLU<sup>14</sup>

27 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall  
28 cooperate and consult with the local Shelby County Health Department, and state health  
29 departments Tennessee Department of Health, and other Bartlett emergency or healthcare

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<sup>6</sup> T.C.A. §49-6-807

<sup>7</sup> T.C.A. §68-102-137(f)

<sup>8</sup> T.C.A. §49-1-302(a)(16); TRR/MS 0520-1-3-.03(15)

<sup>9</sup> T.C.A. §68-102-137

<sup>10</sup> T.C.A. §49-6-807

<sup>11</sup> T.C.A. §68-102-137(f)

<sup>12</sup> T.C.A. §49-1-302(a)(16); TRR/MS 0520-1-3-.03(15)

<sup>13</sup> T.C.A. §68-102-137

<sup>14</sup> T.C.A. §49-6-30004; T.C.A. §49-5-404

1 providers in protecting students and the community from further infection. The Superintendent  
2 shall develop procedures for health emergencies in accordance with state law.

3 AED/CPR DRILLS<sup>15</sup>

4 The BCS School Health Coordinator shall manage a program for the use of automated external  
5 defibrillator (AED) ~~use~~ in BCS schools by ensuring compliance with the laws relative to training,  
6 a written plan for use, notification, and maintenance and testing of devices. The written plan for  
7 AED use shall comply with T.C.A. §68-140-404, T.C.A. §68-140-404 and shall include, but not be  
8 limited to, the following considerations:

9  
10 The BCS School Health Coordinator shall conduct annual AED and CPR training for all school  
11 personnel. The training shall include:

- 12 1. Instruction on the use of AEDs;
- 13 2. Information on the location of the AEDs;
- 14 3. Information regarding the school's response plan; and
- 15 4. Information identifying the school response team.

16 The Principal of each school shall conduct an annual CPR drill and AED drill for school personnel  
17 to practice the use of these life-saving measures and to evaluate the school's preparedness in  
18 the event of sudden cardiac arrest.

19 The Principal of each school shall also conduct a CPR and AED drill so that students are aware  
20 of the steps that must be taken in the event of a medical emergency that requires the use of an  
21 AED.<sup>16</sup>

22 REMOTE LEARNING DRILLS<sup>17</sup> ~~Where the AED will be placed;~~

23  
24 At least once each school year, the District shall conduct a remote learning drill to ensure that  
25 schools, students, and parents can easily transition from in-person learning to remote  
26 learning. ~~The individuals who are authorized to operate the AED;~~

27 The drill shall accurately reflect the District's plan for transitioning students to remote learning in  
28 the event of a disruption to school operations.

29 Students shall not be asked or required to exclusively transition to remote learning at any time  
30 during the remote learning drill.

31  

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<sup>15</sup> T.C.A. 49-2-122; T.C.A. §49-6-1208;

<sup>16</sup> T.C.A. §49-6-1208

<sup>17</sup> T.C.A. §49-2-139

- 1 ~~1. The local Emergency Medical Services in the area are notified annually of AED locations.~~
- 2 ~~2. Maintenance and testing on the AED;~~
- 3 ~~3. Records that will be kept by the program;~~
- 4 ~~4. Reports that will be made of AED use;~~
- 5 ~~5. Other matters as specified by the Department of Health; and~~
- 6 ~~6. A plan of action for proper usage of the AED.~~
- 7 ~~At a minimum, Bartlett Academy and Bartlett High School shall be equipped with an AED.~~
- 8 ~~Any BCS school with an AED shall conduct annual AED and CPR training for all school personnel~~
- 9 ~~to practice the use of these life-saving measures and to evaluate the school's preparedness in~~
- 10 ~~the event of sudden cardiac arrest. A drill must also be available to students so that students are~~
- 11 ~~aware of the steps that must be taken if an event should occur that requires the use of an AED.<sup>18</sup>~~
- 12 ~~The BCS School Health Coordinator shall ensure that the AED portion of the training teaches the~~
- 13 ~~use of AEDs and informs school personnel of AED locations, the school's response plan, and~~
- 14 ~~members of the school's response team.<sup>19</sup>~~

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<sup>18</sup>~~T.C.A. §49-6-1208~~

<sup>19</sup>~~T.C.A. §49-2-122~~

<b>Bartlett City Board of Education</b>		<b>3022</b>
Descriptor Term: <b>SECURITY</b>	Descriptor Code: <b>Support Services</b>	Issue Date: <b>07/24/2014</b>
	Rescinds:	Revised:

1 The Superintendent shall establish procedures to protect school property which shall  
2 include, but not be limited to:

- 3 1. Closing and securing teacher work areas when left unattended or at the end of the  
4 day;
- 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums, or  
6 other school facilities or equipment without appropriate supervision;
- 7 3. Controlling the issuance of keys; and

8 4. Developing programs that contribute to the proper care and use of school facilities  
9 and equipment; and-

10 4.5. Ensuring that equipment purchased with federal funds is managed as  
11 directed by federal law.

12 ~~Equipment purchased with federal funds shall be managed as directed by federal and  
13 state law.<sup>1</sup>~~

14  
15 All exterior doors leading into a school building shall be locked at all times and access to  
16 school buildings is limited to the school's primary entrance during the day and when  
17 students are present outside of regular school hours.<sup>2</sup> If there is a need to unlock the  
18 doors during a school activity after hours, then a BCS employee shall be stationed by the  
19 unlocked door to ensure access is limited to authorized persons only.

20 All BCS ~~p~~The principals shall immediately call law enforcement officials and the  
21 Superintendent in cases involving illegal entry, building damage, theft, ~~or~~ vandalism,  
22 assault and battery resulting in serious personal injury or involving a weapon, or valid  
23 threats of mass violence.<sup>3</sup>

24 ~~The principal shall notify the Superintendent as soon as practical but no longer than 24  
25 hours after a case of vandalism, theft, building damage, and/or illegal entry.~~

26 The Superintendent or his/her designee, is authorized to sign a criminal complaint and to  
27 press charges against perpetrators ~~of crimes against BCS property for vandalism on~~

<sup>1</sup> EDGAR 34 subtitle A Part 80.32

<sup>2</sup> CITATION

<sup>3</sup> CITATION

1 ~~school property.~~ The Superintendent shall report all signing of such complaints to the  
2 Board.

3 School Policing

4 The Board may enter into a memorandum of understanding (“MOU”) with the chief of  
5 Bartlett Police Department and/or the Shelby County Sheriff’s Department to a law  
6 enforcement agency to provide school policing. Any MOU shall address, at a minimum,  
7 the following issues:<sup>4</sup>

- 8 ~~1.~~ Any School Resource Officer (SRO) assigned under a MOU must be in compliance  
9 with all laws, regulations, and rules of the Police Officer Standards and Training  
10 Commission at the time of assignment and remain compliant throughout the tenure  
11 of his or her assignment;

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<sup>4</sup> T.C.A. §49-6-4217

- 1 1.
- 2 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic
- 3 training in school policing within twelve (12) months of assignment. Every year
- 4 thereafter, the SRO shall participate in a minimum of sixteen (16) hours of training
- 5 specific to school policing. All training programs shall be approved by the Peace
- 6 Officers Standards and Training Commission.
- 7 3. Any SRO assigned under the MOU remains an employee of the law enforcement
- 8 agency, subject to that agency's direction, control, supervision, and discipline.
- 9 4. No officer shall be assigned to a school or continue in such assignment without the
- 10 consent of the Superintendent.
- 11 5. In the event that more than one SRO is assigned to a school system, the law
- 12 enforcement agency shall designate one of the SROs as the senior SRO, or such
- 13 other, appropriate title. The duties of the senior SRO, however designated, shall
- 14 include, but not be limited to, the following:
- 15 a. To represent and carry out the policies of the law enforcement agency
- 16 assigning the SROs.
- 17 b. To supervise the SROs in the performance of their duties;
- 18 c. To consult with the Superintendent regarding the best use of the available
- 19 resources for school policing; and
- 20 d. To resolve disputes between the SROs and students or faculty members.
- 21 6. The MOU may be effective for any length of time, including continuing until
- 22 terminated by the parties, and may contain any reasonable notice requirement for
- 23 the termination of the MOU. However, the MOU shall contain a provision allowing
- 24 the Superintendent to suspend the active participation of the SROs in the event
- 25 that the Superintendent believes that such suspension is best for the health, safety,
- 26 and/or well-being of the students and/or faculty members.

## 27 CYBERSECURITY<sup>5</sup>

28 6. The Superintendent shall implement cybersecurity procedures to identify

29 cybersecurity risks, mitigate such risks, and protect cyberinfrastructure against

30 cyberattacks and other cybersecurity threats and incidents.

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32

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5 CITATION

<b>Bartlett City Board of Education</b>		<b>4006</b>
Descriptor Term: <b>LIBRARY MATERIALS SELECTION AND ADOPTION</b>	Descriptor Code: <b>Instructional Services</b>	Issue Date: <b>06/23/2014</b>
	Rescinds:	Revised: <b>07/28/2022</b>

1 The “Library Collections” for each Bartlett City school have been developed over a period of years,  
2 prior to the adoption of this Policy. After the passage of this Policy, the evolution of the BCS school  
3 “Library Collections” shall be based upon the following processes set forth in this Policy.

4 ~~Gifts to the library may be accepted only with the understanding that the disposition of such gifts~~  
5 ~~becomes the prerogative of Bartlett City Board of Education.~~

6 **DEFINITIONS<sup>1</sup>**

7 “Library Collections” refers to all materials made available to students by the school but does not  
8 include materials made available to students as part of a course of curriculum.

9 “Materials” refers to books, periodicals, newspapers, manuscripts, films, prints, documents,  
10 microfilm, discs, cassettes, videotapes, applications, and subscription content in any form.

11 **DEVELOPMENT OF THE LIBRARY COLLECTIONS<sup>2</sup>**

12 1. The Principal for each BCS school shall select four classroom teachers at the  
13 commencement of each school year to serve on a Library Collection Committee, along  
14 with their respective School Librarian. The Library Collection Committee shall review all  
15 new materials that will be made available to students other than those materials made  
16 available as part of a course curriculum. The BCS Instructional Supervisors shall be  
17 consulted by the Library Collection Committee when the Committee is considering new  
18 materials that are in the form of subscription content or applications.

19 2. The Library Collection Committee shall recommend to the School Principal the approval  
20 of all new materials that will be made available to students other than those materials  
21 made available to students as part of a course curriculum.

22 3. The criterion used by the Library Collection Committee when determining whether to  
23 approve new materials shall be:

24 a) Whether the materials are appropriate for the age and maturity levels of the  
25 students who have access to those materials, ~~as prescribed by T.C.A. §49-~~  
26 ~~6-3803~~; and

27 b) Whether the materials are suitable for and consistent with the educational  
28 mission of the school.

29 4. Based upon the Committee’s recommendation, the School Principal shall either approve  
30 or deny the Committee’s recommendation.

<sup>1</sup> T.C.A. §49-6-3802

<sup>2</sup> T.C.A. §49-6-3803

1 5. The Library Collection Committee shall review the Library Collection annually to determine  
2 whether there are any materials that:

- 3 a) May not be appropriate for the age and maturity levels of the students who  
4 have access to the materials, as prescribed by T.C.A. §49-6-3803; and/or
- 5 b) May not be suitable for and consistent with the educational mission of the  
6 school.

7 6. If the Committee determines that any of the materials in the school's Library Collection are  
8 not appropriate for the age and maturity levels of the students who have access to the  
9 materials and/or may not be suitable for and consistent with the educational mission of the  
10 school, the Committee shall recommend to the School Principal:

- 11 a) That the material be removed from the school's Library Collection; or
- 12 b) That the material be removed from access to students based upon  
13 students' ages or maturity levels.

14 7. The School Principal shall act on the Committee's annual review recommendations within  
15 thirty (30) days after receiving the Committee's recommendation.

16 A list of materials in the school's "Library Collection" shall be maintained on each school's website.

### 17 **FEEDBACK**<sup>3</sup>

18 If a student, student's parent or guardian, or school employee believes that one or more of the  
19 materials in the school's "Library Collection" of the student's or employee's school is:

- 20 a) Not appropriate for the age and maturity levels of the students who have  
21 access to the materials; and/or
- 22 b) Not be suitable for and/or consistent with the educational mission of the  
23 school,

24 then the student, student's parent or guardian, or school employee may provide feedback to the  
25 "Library Collection Committee" of their concern. The feedback must be provided on a form that  
26 will be provided on the school's website.

27 The Committee shall review all feedback provided and will recommend to the School Principal  
28 the appropriate response to the feedback and action, if any, to be taken based upon the review  
29 of the feedback. The School Principal shall provide a response to the student, student's parent  
30 or guardian, or school employee within thirty (30) calendar days of when the feedback was  
31 received by the Committee.

32 If the student, student's parent or guardian, or school employee is dissatisfied with the response  
33 of the School Principal, the student, student's parent or guardian, or school employee shall submit  
34 the original feedback form and the School Principal's response to the BCS Chief Academic Officer  
35 for his/her review and evaluation. The BCS Chief Academic Officer shall provide a response to  
36 the student, student's parent or guardian or school employee within thirty (30) calendar days of  
37 when the feedback was received by the BCS Chief Academic Officer.

38 If the student, student's parent or guardian, or school employee is dissatisfied with the response  
39 of the BCS Chief Academic Officer, the student, student's parent or guardian, or school employee

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<sup>3</sup> T.C.A. §49-6-3803

1 shall, within five (5) calendar days from receiving such response from BCS Chief Academic  
2 Officer, submit the original feedback form, the School Principal's response, and the response of  
3 the BCS Chief Academic Officer to the BCS Board Chairman for consideration by the full BCS  
4 Board of Education.

5 Within sixty (60) calendar days from the date on which the Library Collections Committee received  
6 the student's, student's parent or guardian, or school employee's feedback, The full BCS Board  
7 of Education must consider the feedback provided along with the responses of the School  
8 Principal and BCS Chief Academic Officer. at its next regular Board meeting following the Board  
9 Chairperson's receipt of the feedback form with responses. If a majority of the BCS Board of  
10 Education determines that the material in question is not appropriate for the age and maturity  
11 levels of the students who have access to the materials, as prescribed in T.C.A. §49-6-3803,  
12 and/or is not suitable for, or consistent with, the educational mission of the school, then the school  
13 shall remove the material from its Library Collection.

<b>Bartlett City Board of Education</b>		<b>4009</b>
Descriptor Term: <b>PROMOTION AND RETENTION</b>	Descriptor Code: <b>Instructional Services</b>	Issue Date: <b>06/23/2014</b>
	Rescinds:	Revised: <b>04/25/2019</b>

1 General

2 Students shall progress from grade to grade in sequential order. A student in the third  
3 grade shall not be promoted to the next grade level unless the student is determined to  
4 be proficient in English language arts (ELA) based on the student's achieving a  
5 performance level rating of "met expectations" or "exceeded expectations" on the ELA  
6 portion of the student's most recent Tennessee Comprehensive Assessment Program  
7 (TCAP) test, unless exception conditions are met in accordance with state law.<sup>1</sup>

8 All promotion and retention decisions shall be made on a case-by-case basis and comply  
9 with state and federal law. All decisions shall be made in consultation with a student's IEP  
10 and/or 504 team, if applicable.<sup>2</sup> Students who have difficulty in achieving the requirements  
11 for promotion may be considered for retention.

12 Promotion

13 ~~The Superintendent or his/her designee shall promote students~~Promotion to the next  
14 grade level shall be based on the successful completion of required academic work and  
15 on the satisfactory progress in relevant academic areas. ~~However, no student enrolled in~~  
16 ~~the third grade shall be promoted unless the student has shown a basic understanding of~~  
17 ~~curriculum and ability to perform the skills required in the subject of reading as~~  
18 ~~demonstrated by the student's grades or standardized test results. This requirement shall~~  
19 ~~not apply to students who have participated in research-based intervention prior to the~~  
20 ~~beginning of the next school year or to students who have an individualized education~~  
21 ~~program (IEP) pursuant to 20 U.S.C. §1400 et seq.~~

22

23 Retention

24 Students who have difficulty in achieving the requirements for promotion to the next grade  
25 level may be considered for retention. Schools shall identify these students by February

<sup>1</sup> TRR/MS 0520-01-03-.16(7)

<sup>2</sup> 20 U.S.C. §1400 et seq.; 29 U.S.C. §704; TRR/MS 0520-01-03-.16; T.C.A. §49-6-3115

1 1 of the academic year. Schools shall notify the parent or guardian of any student who is  
2 identified at risk for retention within fifteen (15) calendar days of identification.

3 ~~Retention F will be considered on an individual basis, and~~ factors used to identify students  
4 for retention shall include<sup>3</sup>, but not be limited to:

- 5 1. The student's ability to perform at the expectations of the current grade level  
6 standards;
- 7 2. The results of local assessments, screening, or monitoring tools;
- 8 ~~2-3. \_\_\_\_\_~~ State assessments, if applicable;
- 9 4. Home Literacy Reports;<sup>4</sup>
- 10 ~~3-5. \_\_\_\_\_~~ The overall academic achievement of the student;
- 11 ~~4-6. \_\_\_\_\_~~ The student's likelihood of success for success with more difficult materials  
12 if promoted to the next grade;
- 13 ~~5-7. \_\_\_\_\_~~ Attendance record; ~~and~~
- 14 8. Social and emotional ~~The student's~~ maturity.

15 Students may be identified for retention after the February 1<sup>st</sup> deadline if the delay in identifying a  
16 student is due to:<sup>5</sup>

- 17 1. Date of enrollment; or
- 18 6-2. Additional information acquired after results of local assessment, screening, or monitoring are  
19 released.

## 20 Promotion Plans<sup>6</sup>

21 ~~If a student is considered for retention, the school shall notify the student's parent or~~  
22 ~~guardian within fifteen (15) days of identification and~~ Schools shall develop and implement  
23 an individualized promotion plan for any student identified as at risk for retention to help  
24 the student avoid retention. All promotion plans shall be developed in coordination with  
25 the student's teachers, IEP, or 504 team, if applicable. Promotion plans shall  
26 incorporate ~~include~~ evidence-based promotion strategies and materials and shall be tailored  
27 to the student's individual learning needs. Promotion plans shall also include expectations  
28 and metrics to verify ~~that whether~~ a student has made sufficient progress to be promoted  
29 to the next grade level. A copy of the student's promotion plan shall be provided to the  
30 student's parent(s) or guardian(s), and the school shall offer the opportunity for ~~hold~~ a  
31 parent-teacher conference to discuss the promotion plan. If a student is not making  
32 progress on the plan, then the strategies shall be modified. Parent(s)/guardian(s) shall be  
33 provided with any changes to the student's promotion plan.

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<sup>3</sup> TRR/MS 0520-01-03-.16(5)

<sup>4</sup> T.C.A. §49-1-905

<sup>5</sup> TRR/MS 0520-01-03-.16(4)

<sup>6</sup> TRR/MS 0520-01-03-.16(6)

1 If a student is not making progress on his/her promotion plan, then the promotion  
2 strategies shall be modified to support the student in the goal of promotion to the next  
3 grade level. A student who demonstrates sufficient progress ~~on~~ according to his or her  
4 promotion plan ~~during the school year~~ shall be promoted to the next grade level unless  
5 retention is required per additional requirements for students in third and fourth grade.<sup>7</sup>

6 ~~If a student does not make progress on his or her promotion plan, the promotion strategies~~  
7 ~~should be modified to support the student in the goal of promotion to the next grade level.~~

8 If a student has not demonstrated sufficient academic progress ~~on his or her~~ according to  
9 his/her promotion plan by the end of the school year, then the student shall be enrolled in  
10 a summer reading or learning program, if such program is available. For a student in  
11 grade three (3) who is identified for retention and attends a summer reading or learning  
12 program, such program must be conducted in accordance with T.C.A. §49-6-3115 and  
13 T.C.A. §49-6-1501, et seq. If enrolled in a summer reading or learning program, a decision  
14 for retention ~~may be made after completion of the summer program but~~ shall be made  
15 and communicated to the parent or guardian at least ten (10) calendar days prior to the  
16 start of the next school year. However, if a student is not enrolled in a summer reading  
17 or learning program, then a decision for retention shall be made and communicated in  
18 writing to the parent or guardian at least thirty (30) calendar days prior to the start of the  
19 next school year.

20 The notification regarding retention decisions shall be in writing and sent electronically to  
21 the student's parent or guardian and shall include information regarding the parent or  
22 legal guardian's right to appeal the retention decision in alignment with this Policy.

### 23 Retention<sup>8</sup>

24 Retention shall be considered only when it is in the best interest of the student or if  
25 required by state law for students in grades 3 and 4.

#### 26 Retention shall not:

- 27 1. Be used without an academic remediation plan;
- 28 2. ~~Band should never~~ be used as a punitive measure or as a voluntary delay to  
29 promotion;
- 30 3. Be based solely on English language proficiency, for students who are identified  
31 as English learners;
- 32 4. Be based solely on the student's disability or suspected disability; or
- 33 5. Be based solely on a student's maturity.

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<sup>7</sup> TRR/MS 0520-01-03-.16(6)(f)

<sup>8</sup> TRR/MS 0520-01-03-.16(6)(f)

~~Retention decisions shall not be based solely on English language proficiency or a student's social and emotional maturity.~~ Retention decisions affecting a student receiving special education services shall be made in consultation with the 504 and/or IEP team and in accordance with the provisions of the student's individual program.

~~The Director of Teaching and Learning or his/her designee shall monitor the progress of retained students.~~ Once a decision to retain a student has been made, the school shall develop an individualized academic remediation plan ~~incorporating evidence-based support strategies prior to the start of the next school year~~ within thirty (30) calendar days after beginning the next school year. A copy of the remediation plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its development. The plan ~~Any such remediation plan must be developed in coordination with the student's teacher, IEP and/or 504 team, if applicable, and may also include input from the student's parents, school counselor, or other appropriate school personnel. The academic remediation plan shall~~ include at least one of the following strategies:

1. Adjustment to the current instructional strategies or materials;
2. Additional instruction time;
3. Individual tutoring ~~outside of school hours~~;
4. Modification to the student's classroom assignment to ensure the student receives instruction from a teacher with a level of overall effectiveness of above expectations (level 4) or significantly above expectations (level 5); highly effective teacher; or
5. Attendance or truancy interventions.

~~A copy of the student's remediation plan shall be provided to the parent or guardian within ten (10) days of its development.~~

A student shall not be retained more than once in any grade. The progress of students who are retained shall be closely monitored and reported to the parent(s)/guardian(s) at least three (3) times during the school year in which the student is retained.

### Third Grade Retention<sup>9</sup>

Third grade students shall not be promoted to the next grade level unless the student is determined to be proficient in English language arts (ELA) based on the student achieving a performance level rating of "on track" or "mastered" (otherwise known as "met expectations" or "exceeded expectations") on the ELA portion of the student's most recent Tennessee Comprehensive Assessment Program (TCAP) test, unless exception conditions are met in accordance with state law.

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<sup>9</sup> TRR/MS 0520-01-03-.16(7)

1 Students who are not proficient in ELA may still be promoted if the following conditions  
2 are met:

3 1. A student in third (3<sup>rd</sup>) grade receiving a performance level rating of “approaching  
4 expectations” on the ELA portion of the student’s most recent TCAP test may be  
5 promoted to the fourth (4<sup>th</sup>) grade if:

- 6
- 7 a. The student is an English language learner and has received less than two (2) full  
8 school years of ELA instruction;
- 9 b. The student was previously retained in any of the grades Kindergarten (K)  
10 through Three (3) (K-3);
- 11 c. The student is retested in accordance with TDOE guidelines before the next  
12 school year and scores proficient in ELA;
- 13 d. The student attends a learning loss bridge camp before the next school year,  
14 maintains a ninety percent (90%) attendance rate at the camp, and the student’s  
15 performance on the post-test at the end of the camp demonstrates adequate growth  
16 as defined in the State Board’s Promotion and Retention Policy;
- 17 e. The student receives tutoring for the entirety of the next school year in accordance  
18 with state law; or
- 19 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency  
20 in ELA standards by scoring at or above the fiftieth (50%) percentile on the most  
21 recently administered state-provided benchmark assessment, if the benchmark  
22 assessment is administered to the student in a test environment in accordance with  
23 TDOE guidance, and BCS agrees to provide tutoring services to the student  
24 during the entire fourth (4<sup>th</sup>) grade school year.
- 25 i. If a student is promoted to the fourth (4<sup>th</sup>) grade under this exception, then the  
26 student’s parent/guardian shall be notified, in writing, of the benefits of  
27 enrolling the student in summer programming and encouraging the  
28 parent/guardian to do so.
- 29 j. For the purposes of this exception, the tutoring services provided to the  
30 student for the entirety of the student’s fourth (4<sup>th</sup>) grade year must be in  
31 accordance with state law and TDOE guidance.<sup>10</sup>

32

33 2. A student in third (3<sup>rd</sup>) grade receiving a performance level rating of “below expectations”  
34 on the ELA portion of the student’s most recent TCAP test may be promoted to the fourth  
35 (4<sup>th</sup>) grade if:

- 36
- 37 a. The student is an English language learner and has received less than two (2) full  
38 school years of ELA instruction;
- 39 b. The student was previously retained in any of the grades Kindergarten (K)  
40 through Three (3) (K-3);
- 41 c. The student is retested in accordance with TDOE guidelines before the next  
42 school year and scores proficient in ELA; or
- 43 d. The student attends a learning loss bridge camp before the next school year,  
44 maintains a ninety percent (90%) attendance rate at the camp, and the student

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<sup>10</sup> T.C.A. §49-6-1507

1 receives tutoring for the entirety of the next school year in accordance with state  
2 law;

### 3 Fourth Grade Retention

4 A student shall not be retained in the fourth (4<sup>th</sup>) grade more than once.

5 If a student was promoted to fourth (4<sup>th</sup>) grade under exception 1(e) or 2(d) above, such  
6 student may be promoted to the fifth (5<sup>th</sup>) grade if the student shows adequate growth on  
7 the fourth grade ELA portion of the TCAP test as determined by TDOE.

8 If a student promoted to fourth (4<sup>th</sup>) grade under exception 1(e) or 2(d) above does not  
9 demonstrate adequate growth on the fourth grade ELA portion of the TCAP test as  
10 determined by TDOE, then the school Principal or his/her designee shall convene a  
11 conference regarding the student's promotion or retention. The conference shall consist  
12 of the following parties: student's parent(s)/guardian(s), the student's ELA teacher, and  
13 the student's Principal.

14 The conference shall review the student's fourth (4<sup>th</sup>) grade ELA performance to  
15 determine whether the student should be retained or promoted to fifth (5<sup>th</sup>) grade with an  
16 assigned tutor for the entirety of the student's fifth (5<sup>th</sup>) grade year in accordance with  
17 TDOE guidelines. The recommendation made by the majority of participant parties rather  
18 than majority of participants shall determine whether the fourth (4<sup>th</sup>) grade student is  
19 retained.

### 20 Appeals<sup>11</sup>

21 ~~Parents who disagree with the decision of the teacher(s) and Principal regarding the~~  
22 ~~promotion or retention of any student may appeal the decision to the Superintendent or~~  
23 ~~his/her designee. The decision of the Superintendent or his designee shall be~~  
24 ~~final.<sup>12</sup>Parent(s)/guardian(s) who disagree with required retention decisions pursuant to~~  
25 ~~state requirements for students in third (3<sup>rd</sup>) and fourth (4<sup>th</sup>) grade may appeal the~~  
26 ~~retention decision to the TDOE on forms provided on the TDOE website and in~~  
27 ~~accordance with state law.<sup>13</sup>~~

28 Parent(s)/guardian(s) who disagree with retention decisions for any other reason may  
29 appeal the decision to the BCS Chief Academic Officer. The BCS Chief Academic Officer  
30 may overturn the decision to retain for good cause shown, and due to extenuating

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<sup>11</sup> TRR/MS 0520-01-03-.16; TRR;MS 0520-01-02-.17 T.C.A. §49-6-3102(e)(1);

<sup>12</sup> TRR/MS 0520-01-03-05(3)(b); *Tennessee State Board of Education Policy 3-300*

<sup>13</sup> TRR/MS 0520-01-03-.16(7)(f)

1 circumstances, as determined in the discretion of the Chief Academic Officer. The  
2 decision of the BCS Chief Academic Officer shall be final.<sup>14</sup>

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<sup>14</sup> TRR/MS 0520-01-03.05(3)(b); Tennessee State Board of Education Policy 3.300

<b>Bartlett City Board of Education</b>		<b>4014</b>
Descriptor Term: <b>GRADING SYSTEM</b>	Descriptor Code: <b>Instructional Services</b>	Issue Date: <b>07/24/2014</b>
	Rescinds:	Revised: <b>04/28/2016; 06/23/2016; 06/22/2017; 03/10/2020 11/19/2020 07/28/2022</b>

1 The Bartlett City Schools grading system will follow all applicable statutes, rules, and regulations of  
2 the State Board of Education. The grading system shall be uniform district-wide<sup>1</sup>, except to the  
3 extent that BCS operates ungraded and/or unstructured classes in grades K-3 in accordance with  
4 state rules and regulations.<sup>2</sup> Conduct grades are based on behavior and shall not be deducted from  
5 scholastic grades. Student conduct grades shall reflect “E” for excellent, “G” for good, “S” for  
6 satisfactory, “N” for needs improvement”, or “U” for unsatisfactory and shall be reported at each  
7 grading period.

8 **REPORT CARDS**

9 The report card form, content, and procedure shall be approved by the Board prior to  
10 implementation. Report cards shall include the information necessary to communicate student  
11 progress to parents, and they shall provide academic progress and attendance information on a  
12 regular basis. Report cards are distributed at the end of each nine-week grading period. At the  
13 midpoint of the nine weeks, parents will be notified of students’ progress through an interim report.  
14 When a student’s behavior or academic performance falls below acceptable levels, the teacher  
15 must notify the parent through interim reports or student report cards. All elementary report cards  
16 shall contain sufficient space for teacher and parent comments.

17 Kindergarten Report Cards

18 Kindergarten grade level standards shall be as prescribed by the State of Tennessee. Students are  
19 evaluated based on their progress toward meeting benchmarks for each standard. Progress shall  
20 be indicated by “M” for “Mastery and “X” for “Non-Mastery” for each skill. Letter grades are used to  
21 express basic grading for non-core content areas like art, music, and physical education. Letter  
22 grades include “E” for excellent, “G” for good, “S” for satisfactory, “N” for needs improvement or “U”  
23 for unsatisfactory.

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<sup>1</sup> T.C.A. §49-1-302(a)(17)

<sup>2</sup> T.C.A. §49-1-302(g)

1 **GRADING SCALE GRADES ONE (1) THROUGH TWELVE (12)**

2 The grading system for core content areas is expressed by the letters “A”, “B”, “C”, “D”, and “F”  
3 according to the numerical values listed on the grading scale below. First (1st) and second (2nd)  
4 grade science and social studies will be expressed by the letter grades “S” or “N”.

A .....	90-100
B .....	80-89
C .....	70-79
D .....	60-69
F .....	Below 60

5 State Standardized Assessments

6 For students in grades 3-12, scores on state standardized assessments shall comprise the  
7 minimum percentage of the students’ final grades as permitted by law.<sup>3</sup>

8 All state standardized raw assessment data shall be calculated by using the target grade  
9 methodology as prescribed by the State Department of Education.

10 High School Grading

11 Students who meet only the minimum requirements should be given minimum passing grades. No  
12 student may fail for the semester or year if the only failing grade is that of the semester examination.

13 Students who successfully complete a high school course will earn high school credit. Credits will  
14 be awarded in .5 increments upon successful completion of a semester. A student will receive one  
15 full credit in the course if he/she receives a passing yearly grade in the course.

16 For courses which have no state mandated end of course (“EOC”) exam, each semester grade is  
17 fifty percent (50%) of the final grade. For courses which include a state EOC exam, each semester  
18 grade is forty-five percent (45%) of the final grade, and the EOC exam accounts for ten percent  
19 (10%). For the 2017-2018 school year and beyond, each semester grade is forty-two point five  
20 percent (42.5%) of the final grade, and the EOC exam accounts for fifteen percent (15%).

21 Students enrolled in a high school course having an eighty-seven (87) or higher course average  
22 who have five (5) or fewer excused absences (distance learning days do not count as an absence)  
23 may be exempted from the district semester exams. Any unexcused absence disqualifies the  
24 student from all exam exemptions. Students in grades 9-12 may be exempted for both fall and  
25 spring semester exams.

26 Weighted Grades

27 For Advanced Placement (A.P.) and dual enrollment courses, teachers will add five (5) points to  
28 each quarter and semester exam grade. For ~~dual enrollment~~, dual credit, and national industry  
29 certification courses, teachers will add four (4) points to each quarter and semester exam grade.  
30 For Honors courses, including middle school courses taught at the Honors level, teachers will add

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<sup>3</sup> T.C.A. §49-1-617

1 three (3) points to each quarter and semester exam grade. Points shall not be added to the final  
2 grade.

3 Calculation for High School Course GPA

4	<b>Grade</b>	<b>Value</b>	<b>Regular</b>	<b>Honors</b>	<b>Dual Credit</b>	<b>A.P./Dual Enrollment</b>
5	A	90-100	4	4.5	4.75	5
6	B	80-89	3	3.5	3.75	4
7	C	70-79	2	2.5	2.75	3
8	D	60-69	1	1.5	1.75	2
9	F	Below 60	0	0	0	0

10 This weighted grading scale shall be used for all official purposes including report cards, GPA, class  
11 rank, honor roll, etc. except the Lottery / Hope Scholarship as described below.

12 Tennessee Uniform Grading Scale for Lottery/HOPE Scholarship

13 Students applying for lottery scholarships and other Tennessee Student Assistance Corporation  
14 funds must be evaluated using the Tennessee State Uniform Grading Scale. The scale is as follows:

- 15 A.....90-100
- 16 B.....80-89
- 17 C.....70-79
- 18 D.....60-69
- 19 F.....Below 60

20 Each school year, prior to scheduling courses for the next school year, all middle schools, and  
21 Bartlett High School shall conduct a lottery scholarship day for students and their parents.<sup>4</sup> Each  
22 school counselor will provide incoming freshmen with information on college core courses required  
23 for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score,  
24 etc.) that must be met in order to receive a scholarship.

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<sup>4</sup> T.C.A. §49-4-932(f)

<b>Bartlett City Board of Education</b>		<b>4019</b>
Descriptor Term: <b>FAMILY LIFE EDUCATION</b>	Descriptor Code: <b>Instructional Services</b>	Issue Date: <b>10/28/2021</b>
	Rescinds:	Revised:

1 A family life education program shall be implemented in compliance with state law and in  
2 conformance with the curriculum guidelines adopted by the State Board of Education.<sup>1</sup> Family life  
3 education means an abstinence-centered sex education program that builds a foundation of  
4 knowledge and skills relating to character development, human development, decision making,  
5 abstinence, contraception, and disease prevention.<sup>2</sup>

6 The Bartlett City Schools family life education program shall follow the family life curriculum  
7 adopted by the State Board of Education. Each September, the district shall hold one (1) public  
8 hearing to advise parents and the public of the program and provide an opportunity for public  
9 response.<sup>3</sup> ~~The Superintendent shall develop procedures for the implementation, evaluation, and~~  
10 ~~review of the family life education program.~~ Instructors shall only teach the curriculum as adopted  
11 by the local Board of Education.

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

17 REPORTING<sup>5</sup>

18 At the beginning of each school year, the Superintendent shall provide the contact information to  
19 the Department of Children’s Services of each employee or trained professional providing  
20 instruction on family life curriculum related to child sex abuse, human trafficking, and internet  
21 crimes. The Superintendent shall also report on the curriculum selected by the Board of  
22 Education.

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<sup>1</sup> T.C.A. §49-6-1302

<sup>2</sup> T.C.A. §49-6-1301

<sup>3</sup> T.C.A. §49-6-1302

<sup>4</sup> T.C.A. §49-6-1305

<sup>5</sup> T.C.A. §49-6-1601(g); T.C.A. §49-6-1304

<b>Bartlett City Board of Education</b>		<b>5014.3</b>
Descriptor Term: <b>PHYSICAL ASSAULT <del>LEAVE</del> OF SCHOOL EMPLOYEES</b>	Descriptor Code: <b>Personnel</b>	Issue Date: <b>04/24/2014</b>
	Rescinds:	Revised: <b>11/19/2015</b>

1 Any BCS employee who is physically assaulted, as defined by T.C.A. §39-13-101, by a student  
2 has the right to file a report with the Bartlett Police Department.<sup>1</sup> BCS shall support and assist any  
3 employee who is assaulted by a student in prosecuting the student who committed the assault,  
4 and shall encourage the prosecuting attorney to request that the court prohibit the student from  
5 attending school-sponsored events for a time the court deems appropriate as part of the sentence  
6 for the offense.<sup>2</sup>

7 Physical Assault Pay and Benefits

8 1. A ~~teacher~~ BCS salaried employee, who is absent from assigned duties as a result of  
9 personal injury caused by physical assault or other violent criminal acts committed in the  
10 course and scope of the employee's ~~the teacher's~~ employment duties, shall be paid the  
11 employee's full salary and full benefits until the employee is released by the employee's  
12 physician to return to work or is determined by the employee's physician to be permanently  
13 and totally disabled from returning to work, or one (1) year after the injury, whichever  
14 occurs first.

15  
16 2. A BCS hourly employee, who is absent from assigned duties as a result of personal injury  
17 caused by physical assault or other violent criminal acts committed in the course and  
18 scope of the employee's employment duties, shall be paid an amount representing the  
19 average number of hours the employee works for BCS per pay period and the employee's  
20 full benefits until the employee is released by the employee's physician to return to work  
21 or is determined by the employee's physician to be permanently and totally disabled from  
22 returning to work, or one (1) year after the injury, whichever occurs first. An hourly  
23 employee is not eligible to receive the continued pay and benefits described above if the  
24 employee has been employed by BCS for less than one (1) full pay period.<sup>3</sup>

25 If, at the time of the personal injury, the BCS employee is eligible for workers' compensation or  
26 other similar type of benefits, then the employee must file a claim for those benefits.  
27 Notwithstanding paragraphs one (1) and two (2) above, if an employee receives benefits under a  
28 workers' compensation or similar type benefit while the employee is on leave, then the district  
29 shall pay the employee the difference between the employee's full salary or average pay, as  
30 applicable, and the workers' compensation or similar type benefits received by the BCS  
31 employee.<sup>4</sup>

32 An employee on leave shall not receive more than the employee's full salary or average pay, as  
33 applicable, and full benefits the employee is eligible to receive as set forth above.

<sup>1</sup> T.C.A. §49-6-3401(j)

<sup>2</sup> T.C.A. §49-6-3401(j)

<sup>3</sup> T.C.A. §49-5-714(a)

<sup>4</sup> T.C.A. §49-5-714(a)(2)

1 A leave of absence for personal injury resulting from an assault or other violent criminal act shall  
2 not be charged to the employee's sick leave, personal leave, or professional leave accumulated  
3 or granted pursuant to this part, if such leave is applicable or available to the employee.

4 An approved leave of absence for personal injury resulting from an assault or other violent criminal  
5 acts shall not be charged to the employee's sick leave, personal leave, or professional leave  
6 accumulated or granted pursuant to state law.

7 "Full benefits", as used in this Policy, means the benefits the employee was receiving from BCS  
8 when the employee was placed on leave due to the employee's personal injury.

9 Physician Statement<sup>5</sup> receive workers' compensation or comparable benefits without loss of  
10 accumulated or granted sick, personal or professional leave.<sup>6</sup>

11  
12 A signed statement listing the cause of the absence shall be provided by the employee on forms  
13 furnished by BCS Human Resources and shall promptly be given to the immediate supervisor in  
14 support of all claims. A certificate from the physician on forms furnished by BCS Human  
15 Resources may also be required to verify the extent of the injury. Bartlett City Board of Education  
16 shall continue to pay the teacher's full benefits including, but not limited to, health insurance  
17 benefits, until the earlier of the date on which the teacher is released by the teacher's physician  
18 to return to work or the date on which the teacher is determined by the teacher's physician to be  
19 permanently disabled from returning to work.<sup>7</sup>

20 A signed statement listing the cause of the absence shall be provided by the employee's treating  
21 physician on forms furnished by the Superintendent and shall promptly be given to the immediate  
22 supervisor in support of all claims. A certificate from the physician on forms furnished by the  
23 Superintendent may also be required to periodically verify the extent of the injury and document  
24 continuing absences.<sup>8</sup>

25 Benefits shall be provided under the following conditions:

26 1. Employee promptly files an official complaint giving complete details of the physical attack with  
27 the Bartlett Police Department or any governmental agency having policy jurisdiction in the matter;

28 2. Employee must have been performing his or her duties in a reasonable and prudent manner;

29 3. The physical assault must not have been provoked by the employee; and

30 4. The Board shall receive a notarized statement from the employee listing all personal property  
31 damaged or destroyed and reasonable proof of value within two (2) weeks of the physical assault.

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<sup>5</sup> TRR/MS 0520-01-02-.04(4)(b)

<sup>6</sup> T.C.A. §49-5-714(a)

<sup>7</sup> T.C.A. §49-5-714(b)

<sup>8</sup> TRR/MS 0520-1-2-.04(5)(b)

<b>Bartlett City Board of Education</b>		<b>6016</b>
Descriptor Term: <b>SCHOOL ADMISSIONS</b>	Descriptor Code: <b>Student Services</b>	Issue Date: <b>03/13/2014</b>
	Rescinds:	Revised:

1 General Requirement

2 Proof of legal residence and legal custody shall be required for enrollment in school unless  
3 otherwise ~~prohibited~~ provided by law or Board policy.

4 A student may enroll in the district at any time during the year if his/her parent, legal guardian, or  
5 custodian moves his/her residence into the district. A student may be disenrolled if the parent,  
6 legal guardian, or custodian provides a false residential address.

7 First-Time Enrollment

8 Any student entering school for the first time must present:

- 9 1. A birth certificate or officially acceptable evidence of date of birth at the time of  
10 registration;<sup>1</sup>  
11 2. Evidence of a current medical examination.<sup>2</sup> There shall be a complete medical  
12 examination of every student entering school for the first time;  
13 3. Evidence of state-required immunization<sup>3</sup>; and  
14 4. Proof of residence.

15 The name used on the records of a student entering school must be the same as that shown on  
16 the birth certificate unless evidence is presented that such name has been legally changed  
17 through a court as prescribed by law. If the parent/guardian does not have or cannot obtain a birth  
18 certificate, then the name used on the records of such student will be the same as that shown on  
19 documents which are acceptable to the school principal as proof of date of birth.<sup>4</sup>

20 A child whose care, custody, and support have been assigned to a resident of the district by a  
21 power of attorney or order of the court shall be enrolled in school provided appropriate  
22 documentation has been filed with the district office.<sup>5</sup>

23 In the absence of an epidemic or threat thereof, the District shall not require immunizations from  
24 any student whose parent, legal guardian, or custodian files with the school principal either (i) a  
25 signed Refusal Due to Personal Beliefs document or (ii) a written statement from a qualified  
26 physician excusing such student due to medical reasons.<sup>6</sup> Such proof of exception shall be filed  
27 in the same manner as other immunization records and shall be affirmed under the penalties of  
28 perjury. A certificate containing documentation of other required health information must be  
29 provided in addition to any immunization exception.

<sup>1</sup> T.C.A. §49-6-3008(b)

<sup>2</sup> TRR/MS 0520-1-3-.08(2)(a)

<sup>3</sup> T.C.A. §49-6-5001(c)

<sup>4</sup> [T.C.A. §49-6-5106](#)

<sup>5</sup> [T.C.A. §49-6-3001\(c\)\(6\)](#)

<sup>6</sup> T.C.A. §49-5-5001

1 Notice of Student Offenses and Students Adjudicated Delinquent<sup>7</sup>

2 No later than thirty (30) days from the date on which the student first enrolled, a Principal or  
3 Principal's designee may ask a parent/guardian in writing if their student has at any time been  
4 adjudicated delinquent for an offense listed in T.C.A. §49-6-3051(b).

5 If a student has at any time been adjudicated delinquent for any offense listed in T.C.A. §49-6-  
6 3051(b), the parents/guardians, including the Department of Children's Services acting in any  
7 capacity, and a school administrator of any school having previously received similar notice from  
8 the Juvenile Court or another source, shall provide to the school Principal/designee, the  
9 abstract provided under T.C.A. §37-1-153 or T.C.A. §37-1-154 or other similar written information  
10 when any such student:

- 11 1. Initially enrolls in an LEA;
- 12 2. Resumes school attendance after suspension, expulsion, or adjudication of delinquency;
- 13 or
- 14 3. Changes schools within this state.

15 This information shall be shared only with school employees who have responsibility for  
16 classroom instruction of the student and the school counselor, social worker, or psychologist who  
17 is developing a plan for the child while in the school, and the school resource officer. Such  
18 information is otherwise confidential and shall not be released to others, and the written  
19 notification shall not become a part of the student's record.<sup>8</sup>

20 Proof of Residency

21 Unless otherwise prohibited by law, parents, legal guardians, or custodians having lawful control  
22 of students (proof of legal custody shall be required) must provide the following proof of residence  
23 in order to enroll a child in Bartlett City Schools.

24 General Proof of Residency

25 Parents, legal guardians, or custodians having lawful control of the student must provide two (2)  
26 of the following items listed below:

- 27 1. Most recent MLGW bill of the owner, renter, or lessee of the home in which the student  
28 will reside during the current school year;
- 29
- 30 2. Mortgage statement or deed of the owner of the home in which the student will reside  
31 during the current school year;
- 32
- 33 3. Lease of the lessee of the home in which the student will reside during the current  
34 school year;
- 35
- 36 4. Rental Agreement of the renter of the home in which the student will reside during the  
37 current school year;
- 38
- 39 5. Real Estate tax receipt;
- 40
- 41 6. Public assistance/government benefits check, card, or papers;

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<sup>7</sup> T.C.A. §37-1-153(e); T.C.A. §37-1-154; T.C.A. §49-6-3051(a)

<sup>8</sup> T.C.A. §49-6-3051(d)

1 In the event that two (2) of the items listed above cannot be provided, residency may be  
2 established by submitting other documentation deemed to be appropriate proof of residence by  
3 the department responsible for verifying residency.

#### 4 Shared Residency Requirements

5 Unless otherwise prohibited by law, in the event a student resides with his/her parent, legal  
6 guardian, or custodian in the home of someone else, the following proof of shared residency must  
7 be provided in order to enroll a student in Bartlett City Schools:

- 8 A. Unless otherwise approved by the department responsible for verifying residency, the  
9 homeowner of the home in which the student resides must accompany the parent, legal  
10 guardian, or custodians to registration and provide two (2) of the items listed in the General  
11 Proof of Residency Section above; and  
12
- 13 B. The parent, legal guardian, or custodian having lawful control of the student claiming  
14 shared residency must provide two (2) of the following items listed below:
- 15 1. Car registration of the parent, legal guardian, or custodian having lawful control of  
16 the student bearing the address at which the student will be residing during the  
17 current school year;
  - 18 2. Voter registration of the parent, legal guardian, or custodian having lawful control  
19 of the student bearing the address at which the student will be residing during the  
20 current school year;
  - 21 3. Payroll stub of the parent, legal guardian, or custodian having lawful control of the  
22 student bearing the address at which the student will be residing during the current  
23 school year;
  - 24 4. Three (3) significant pieces of mail with a forwarding sticker bearing the address  
25 at which the student will be residing during the current school year;
  - 26 5. Government Assistance Communication directed to the parent, legal guardian, or  
27 custodian having lawful control of the student bearing the address at which the  
28 student will be residing during the current school year.

29 In the event that two (2) of the items listed directly above cannot be provided, residency may be  
30 established by submitting other documentation deemed to be appropriate proof of residence by  
31 the department responsible for verifying residency. The parent, legal guardian, or custodian of  
32 homeless students shall not be subject to the provisions outlined in the Shared Residency  
33 Requirements section above.

<b>Bartlett City Board of Education</b>		<b>6017</b>
Descriptor Term: <b>ADMISSION OF SUSPENDED OR EXPELLED STUDENTS</b>	Descriptor Code: <b>Student Services</b>	Issue Date: <b>03/13/2014</b>
	Rescinds:	Revised:

1 Except for students placed in state custody, the Board may deny admission of any student who  
2 has been expelled or suspended from another school system even though the student has  
3 established residency in the District.

4 After a request for enrollment is made, the Superintendent shall investigate the facts surrounding  
5 the suspension or expulsion from the former school system. The Principal may ask the  
6 parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense  
7 listed in T.C.A. §49-6-3051 and submit any records to the Superintendent.<sup>1</sup> Based on the results  
8 of the investigation, the Superintendent shall make a recommendation to the Board to approve or  
9 deny the request. ~~and shall make a recommendation to the Board to approve or deny the request.~~

10 The Board shall not deny enrollment beyond the length of the imposed suspension or expulsion.

11 ~~If the action of the Board is to deny admission, the Superintendent shall, on behalf of the Board,~~  
12 ~~notify the Commissioner of Education of the decision.~~

13 ~~Any school system that accepts enrollment of a~~ student ~~from another school system~~ may ~~be~~  
14 ~~dismissed~~ ~~the student~~ if it is determined subsequent to the enrollment that the student has been  
15 suspended or expelled from the former school system.<sup>2</sup>

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<sup>1</sup> T.C.A. §49-6-3051(a)

<sup>2</sup> T.C.A. §49-6-3401(f); 20 U.S.C. §1232(g)(b)(4)(h)

<b>Bartlett City Board of Education</b>		<b>6046</b>
Descriptor Term: <b><u>CHILD ABUSE AND NEGLECT</u></b> <b><u>REPORTING</u></b> <b><u>CHILD ABUSE</u></b>	Descriptor Code: <b>Student Services</b> Rescinds:	Issue Date: <b>07/24/2014</b> Revised: <b>11/19/2020</b>

1 All BCS personnel shall be alert for any evidence of child abuse, child sexual abuse, or  
2 neglect and shall report such suspected child abuse, child sexual abuse, or neglect in  
3 accordance with this Policy.<sup>1</sup>

4 The Superintendent shall develop procedures regarding the investigation and reporting  
5 of suspected cases of child abuse, child –or– neglect, or child sexual abuse.<sup>2</sup> The  
6 procedures shall be compliant with all state laws and regulations.

7 Each A designated administrator or school counselor shall serve as the building Cchild  
8 Aabuse Coordinator, and a designated Assistant Principaladministrator shall serve as  
9 the Aalternate Cchild Aabuse Coordinator. At the beginning of each school year, contact  
10 information for such individuals shall be submitted to the Department of Children’s  
11 Services.<sup>3</sup>

12 All employees working with students shall annually complete the child abuse training  
13 program required by state law.<sup>4</sup> If a school teacher, school official, or other school  
14 personnel ,–or– school volunteer has knowledge or reasonable cause to suspect that a  
15 child who attends the school may be a victim of child abuse, child sexual abuse, or child  
16 neglect, then such individual shall strictly adhere to the response and reporting processes  
17 outlined in this Policy and any related administrative procedure. Any person required to  
18 file a suspected child abuse report who is found guilty of failure to do so is subject to  
19 disciplinary action up to and including termination in addition to legal penalties established  
20 by state law.

21 **REPORTING**

22 If a child voluntarily discloses information about possible abuse to a school teacher,  
23 school official, or other school personnel, then the child must be provided a quiet and  
24 private place to speak, and the person receiving the information must listen openly and  
25 speak at the child’s level in a positive, non-judgmental tone. The person receiving the  
26 information must adhere to the following protocols:

<sup>1</sup> T.C.A. §37-1-403; T.C.A. §37-1-412; T.C.A. §37-1-602; T.C.A. §37-1-605

<sup>2</sup> TRR/MS 0520-1-3-.08(2)(e)

<sup>3</sup> T.C.A. 49-6-1601(b); T.C.A. §49-6-1601(g)

<sup>4</sup> T.C.A. §37-1-408

- 1 [1. Allow](#) the child to say what happened in the child’s own words;
- 2 [2. Avoid](#) conducting an investigation by asking [the child](#) detailed questions;
- 3 [3. Make](#) every effort to write down the child’s exact words;
- 4 [4. Refrain](#) from making statements to the child about the alleged abuse, [the alleged](#)
- 5 abuser, or the consequences of reporting the alleged abuse; and
- 6 [5. Immediately](#) notify the school [Child Abuse](#) [Coordinator](#) and report the
- 7 information to the [Department of Children’s Services](#) and law enforcement<sup>5</sup>;
- 8 [provided, however, when the alleged abuse involves someone employed by,](#)
- 9 [previously employed by, or otherwise affiliated with the school, the report may be](#)
- 10 [made directly to the Department of Children’s Services and law enforcement prior](#)
- 11 [to notifying the school Child Abuse Coordinator.](#)<sup>6</sup>

12 If a BCS teacher, [school](#) official, [or other school](#) personnel, ~~or volunteer~~ observes  
13 bruising, injury, markings, or other unusual behavior that give reasonable cause to  
14 suspect child abuse or neglect, then such individual shall immediately report such  
15 suspicions to the [Child Abuse](#) [Coordinator](#).<sup>7</sup> Photographs of any bruising, injury, or  
16 markings shall not be taken [under any circumstance by any Child Abuse Coordinator,](#)  
17 [teacher, official, or other school personnel.](#)<sup>8</sup> Upon receiving a report of suspicion of child  
18 abuse, child sexual abuse, or neglect, the [Child Abuse](#) [Coordinator](#) and the reporting  
19 school personnel [who obtained the information from the child](#) must report such suspicion  
20 to the [Department of Children’s Services](#) and law enforcement.

21 If a third party informs a [BCS](#) teacher, [school](#) official, [or other school](#) personnel, ~~or~~  
22 ~~volunteer~~ of a reasonable suspicion that a child at the school may be the victim of child  
23 abuse or child sexual abuse, then the school representative shall do the following:

- 24 [1. Encourage](#) the third party to report the suspicion to the [Department](#) of
- 25 [Children’s Services](#) and law enforcement;
- 26 [2. Notify](#) the [Child Abuse](#) [Coordinator](#); and
- 27 [3. Report](#) all information received from the third party to the [Department](#) of
- 28 [Children’s Services](#) and law enforcement.<sup>9</sup>

29 [Reports shall, to the extent known by the reporter, include the following](#)<sup>10</sup>:

- 30 [1. Name, address, telephone number, and age of the child;](#)
- 31 [2. Name, telephone number, and address of the parents or persons having custody](#)
- 32 [of the child; and](#)

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<sup>5</sup> [T.C.A. §37-1-403\(a\)\(2\); T.C.A. §49-6-1601](#)

<sup>6</sup> [T.C.A. 49-6-1601\(d\)\(1\)\(B\)\(v\)](#)

<sup>7</sup> [T.C.A. 49-6-1601\(d\)\(2\)](#)

<sup>8</sup> [T.C.A. 49-6-1601\(d\)\(2\)](#)

<sup>9</sup> [T.C.A. 49-6-1601\(d\)\(3\)](#)

<sup>10</sup> [T.C.A. §37-1-403\(b\)](#)

1 3. Facts requiring the report including the alleged nature and extent of the abuse or  
2 neglect.

3  
4  
5 INVESTIGATIONS

6 School administrators and personnel shall cooperate and provide assistance to the  
7 Department of Children's Services in accordance with state and federal law.<sup>11</sup>

8 CONFIDENTIALITY

9 District personnel must maintain confidentiality of all information regarding any child  
10 abuse, child sexual abuse, or neglect report made pursuant to this Policy. ~~And all~~  
11 information regarding suspected abuse, child sexual abuse, or neglect must be  
12 maintained by the school Child Abuse Coordinator in a confidential file separate from  
13 the child's educational file.<sup>12</sup>

14 In conjunction with the Department of Children's Services, school Child Abuse  
15 Coordinators, teachers, school officials, and other school personnel shall provide  
16 information relevant to the suspected child abuse or child sexual abuse to the child's  
17 parent(s)/guardian(s) if:

- 18 1. Federal law or regulation mandates disclosure; and  
19 2. The parent or guardian is not alleged to be the perpetrator, or in any way complicit  
20 in the child abuse, sexual abuse, or neglect.<sup>13</sup>

21 School Child Abuse Coordinators, teachers, school officials, and other school personnel  
22 shall not provide information relevant to the suspected child abuse or child sexual abuse  
23 to the child's parent(s)/guardian(s) if:

- 24 1. Federal law or regulation does not mandate disclosure; or  
25 2. The parent or guardian is, in fact, alleged to be the perpetrator or in any way  
26 complicit in the child abuse, child sexual abuse, or neglect.

27 Under circumstances of non-disclosure to parent(s)/guardian(s), all questions from  
28 parent(s)/guardian(s) concerning the alleged abuse, child sexual abuse, or neglect shall  
29 be referred to the investigating law enforcement agency and the Department of Children's  
30 Services. ~~District personnel shall not provide any information relevant to the suspected~~  
31 ~~abuse or neglect to the child's parent or guardian, and they must refer any questions from~~

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<sup>11</sup> T.C.A. §37-1-403(b)

<sup>12</sup> T.C.A. 49-6-1601(d)(4)

<sup>13</sup> T.C.A. §49-6-1601(d)(5)

1 ~~the child's parent or guardian to the investigating law enforcement agency and the~~  
2 ~~department of children's services.~~<sup>14</sup>

3 TRAINING

4 The BCS Counseling and Intervention Supervisor shall ensure that all BCS teachers and  
5 school-based administrators complete child abuse training program(s) identified by the  
6 Tennessee Department of Education as required by law.

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<sup>14</sup> T.C.A. 49-6-1601(d)(5)

<b>Bartlett City Board of Education</b>		<b>6051</b>
Descriptor Term: <b><u>VISITORS' CODE OF CONDUCT TO THE SCHOOLS</u></b>	Descriptor Code: <b>Student Services</b>	Issue Date: <b>11/13/2014</b>
	Rescinds:	Revised:

1 Except on scheduled public occasions, such as school programs, athletic events, open house,  
2 and similar events; all visitors will report directly to the school office when entering the school  
3 building and will sign-in. Authorization to visit elsewhere in the building or on the school campus  
4 will be determined by the principal or his/her designee. Guest passes shall be issued for all  
5 persons other than students and employees of the school after submitted approved forms of  
6 identification and receiving approval from the school's security monitoring service.<sup>1</sup>

7 In order to maintain the conditions and atmosphere suitable for learning, no other person shall  
8 enter onto the grounds or into the school buildings during the hours of student instruction except  
9 students assigned to that school, school staff, parents of students, and other persons ~~with lawful~~  
10 ~~and valid business on the school premises~~ approved by the Principal.<sup>2</sup>

11 **VISITORS' CODE OF CONDUCT**

12 Persons who come onto school property shall be under the jurisdiction of the building principal,  
13 site administrator, or his/her designee.

14 Individuals who come onto school property or who contact employees on school or district  
15 business are expected to behave accordingly respectfully and lawfully. Specifically, actions that  
16 are prohibited include, but are not limited to:

- 17 1. Cursing and use of obscenities;
- 18 2. Disrupting, or threatening to disrupt, school or office operations;
- 19 3. Acting in an unsafe manner that could threaten the health or safety of others;
- 20 4. Verbal or written statements or gestures indicating intent to harm an individual or property;
- 21 and
- 22 5. Physical attacks intended to harm an individual or ~~substantially~~ damage property.

23 Any person improperly on district-owned or leased property or any person who otherwise violates  
24 this Visitors' Code of Conduct shall depart on the request of the Superintendent, school Principal,  
25 or their designee(s).

26 In accordance with Tennessee law, this Visitors' Code of Conduct has been reviewed for its  
27 legality and constitutionality by an attorney licensed in Tennessee.

28 **NOTICE\***

<sup>1</sup> T.C.A. §49-2-303(b)(4)

<sup>2</sup> T.C.A. §49-2-2008; T.C.A. §39-14-406

1 This Visitor Code of Conduct shall be posted on the BCS District website as well as each school's  
2 website. Copies of the code shall be provided to all teachers, counselors, administrative staff, and  
3 other school employees.

4 This Visitors' Code of Conduct shall be posted at each school entrance along with the phone  
5 number of a school administrator who can answer questions about the Code.

6 Upon initial enrollment, parent(s)/guardian(s) shall be provided with a printed copy of the code of  
7 conduct, along with the phone number of the student's school administrator who can answer  
8 questions about the Code. Each parent(s)/guardian(s) shall sign the Code of Conduct,  
9 acknowledging that the parent/guardian has read and understands it.

### 10 CONSEQUENCES FOR CODE OF CONDUCT VIOLATION

11 The Superintendent, principal, or his/her/his/her designee has the authority to exclude from the  
12 school premises any persons disrupting the educational school environment or otherwise violating  
13 the Visitors' Code of Conduct programs in the classroom or in the school, disturbing the teachers  
14 or students on the premises, or entering on the premises for the purpose of committing an illegal  
15 act.<sup>3</sup>

16 The Superintendent, School Pprincipal, or their designee(s) shall contact law enforcement officials  
17 when he/she believes the situation warrants such measures.

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<sup>3</sup> T.C.A. §49-6-2008; T.C.A. §39-14-406

\*In accordance with Tennessee law, this Visitors' Code of Conduct has been submitted to and reviewed for its  
legality and constitutionality by the Board's attorney, Kari Shoopman, BPR #030347