

## **BUSINESS MEETING AGENDA**

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

**July 24, 2025  
6:00 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 26, 2025 Business Meeting Minutes
- VIII. REPORTS
  - A. Chairman's Report
  - B. Superintendent's Report
  - C. General Counsel's Report
  - D. Tennessee Legislative Network (TLN) Representative Report
  - E. Financial Report
- IX. UNFINISHED BOARD BUSINESS
  - A. SECOND READING REVISED Policy 4012: Course Recovery
  - B. SECOND READING REVISED Policy 4035: Testing Programs
- X. BOARD ACTION ITEMS
  - A. Consent Agenda
    - 1. Affiliation Agreement (AA) with University of Phoenix
    - 2. Affiliation Agreement (AA) with Rhodes College
    - 3. Contract TCAT/Bartlett HS Dual Credit Agreement
    - 4. Contract Southwest Tennessee Community College/Bartlett HS Dual Credit Agreement
    - 5. Renewal Letter of Intent (LOI) Food Service Program Management RFP#FY24009: Sodexo Operations, LLC
    - 6. Memorandum Of Understanding (MOU) Between The City of Bartlett and City of Bartlett TN Police Department and Bartlett City Schools
    - 7. Agreement for Special Education Services with the State Special Schools (SSS) including Tennessee School for the Blind and Tennessee School for the Deaf
  - B. New Board Business
    - 1. 5-Year Capital Improvement Plan
    - 2. Resolution 13-1 Budget Amendment
    - 3. FIRST READING REVISED POLICY 1021: Use of Internet and Internet Safety

4. FIRST READING NEW POLICY 1036: Student Board Representative
  5. FIRST READING NEW POLICY 1037: Non-Discrimination Statements
  6. FIRST READING REVISED POLICY 3020: Emergency Preparedness Plan
  7. FIRST READING REVISED POLICY 3022: Security
  8. FIRST READING REVISED POLICY 4014: Grading System
  9. FIRST READING REVISED POLICY 5014.1: Family and Medical Leave
  10. FIRST READING REVISED POLICY 6011: Student Medicine
  11. FIRST READING REVISED POLICY 6004: School Calendar
  12. FIRST READING REVISED POLICY 6023: Wireless Communication Devices
  13. FIRST READING REVISED POLICY 6027: Interrogation and Searches
  14. FIRST READING REVISED POLICY 6038: Discipline Procedures
  15. Approval of School Support Organizations (SSO) 2025-2026
- XI. ADJOURNMENT

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

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

**June 26, 2025  
6:00 PM**

**INVOCATION and PLEDGE OF ALLEGIANCE**

Board Member Brad Ratliff said a prayer. The Board and audience recited the Pledge of Allegiance.

**CALL TO ORDER & ROLL CALL**

**Official Business of the Day**

Chairman Cook called the meeting to order at 6:00 p.m. The following Board Members were present:

Mr. David Cook  
Mrs. Shirley Jackson  
Mr. Brad Ratliff

Absent:

Ms. Erin Berry  
Mr. Bryan Woodruff

**SPECIAL PRESENTATIONS**

**Unified Champion Team**

Unified Sports brings students with and without intellectual disabilities together on the same team, promoting inclusion, friendship, and mutual understanding through shared training and competition. Bartlett Unified Track and Field has proudly upheld these values, earning the title of State Champions for the fourth consecutive year. Their continued success is a testament to teamwork, dedication, and the power of unity in sports.

Janon Busby  
Morgan Chalmers  
Jordann Davis  
Madison Evans  
Chris Freeman  
Zharia Henry  
Brandon Johnson Jr.  
Alana Mickens

Morgan Mitchell  
Chris Moore  
Cornelious Moore  
Courtney Moore  
Cameron Portfield  
Logan Rily  
Andria Williams  
Chloe Willams

### **Girl's Track State Runner- Up**

The 2025 Girls Track team had an exceptional year, earning well-deserved recognition for both academic and athletic excellence. A remarkable 38 student-athletes received the Award of Merit Achievement for maintaining a GPA of 3.5 or higher. The team broke seven school records and holds the state record in the 4x100-meter relay. They were two-time Sectional Runner Champions, 3A State Runners-Up, and back-to-back 4x100 Nike National Champions. Their success also includes six All-Americans and seven athletes signing track scholarships, highlighting a season of outstanding dedication and achievement.

Asia Bolden  
Ava Boyd  
Jordyn Busby  
Dior Carney  
Jordann Davis  
Kassidy Davis  
China Giaimo  
Traya Hamilton  
Kyndall Laws

Amora Lowe  
Jasmine McClelland  
Rihanna Rinkin  
Jayla Reed  
Saniya Stewart  
Aalveyah Torrance  
Aalvinee Torrance  
Khloe Words

### **Coaches**

Darrion Allen  
Skylar Boogerd  
Zach Emptage  
Pamela Haley  
Kris Harman  
Mirrakohl Johnson  
TaNia Moore  
Jaja Nebo  
Marvin Stewart

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The following retirees were recognized for their years of service to Bartlett City Schools and presented a crystal plaque and engraved cutting board.

**Marva Johnson, Principal of Altruria Elementary School.** She has been in the education field for 51 years and served as Principal of Altruria Elementary School for 30 years.

**James Aldinger, Chief of Human Resources and Federal Programs.** James has been in education for 35 years and worked for Shelby County Schools prior to the creation of Bartlett City Schools. He was hired at the beginning of Bartlett City Schools and has been here for over 11 years. Dr. Stephens credited James for hiring the initial staff for Bartlett City Schools.

**Teresa Winter, Chief Financial Officer.** Teresa worked for Shelby County Schools as the Director of Finance prior to the creation of Bartlett City Schools. She was the first employee hired by Dr. Stephens as the beginning of Bartlett City Schools and has been here for over 11 years. Dr. Stephens credited Teresa with great financial management, which allowed the renovations to the Bartlett High School and Academy campuses, the athletic track, and our administrative offices at Central Office. She will continue to work with the financial department during this transition.

**2024-2025 Superintendent's Evaluation**

Kari Shoopman, General Counsel, presented the 2024-2025 Performance Evaluation for Dr. David A. Stephens, Superintendent of Bartlett City Schools.

**Superintendent of Schools Overall  
Evaluation Score 2024-2025**

<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>4.97</u> X <u>85 %</u> = <u>4.22</u>
<b>OVERALL EVALUATION SCORE: <u>4.96</u></b>	

**PUBLIC COMMENT**

No public comments.

**APPROVAL OF AGENDA**

Mrs. Jackson made the motion to approve the agenda. Mr. Ratliff seconded the motion. With all ayes, the agenda was approved.

## **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

### **May 22, 2025 Business Meeting Minutes**

The May 22, 2025 Business Meeting Minutes passed with a motion by Mrs. Shirley Jackson and a second by Mr. Brad Ratliff. With all ayes, the Meeting Minutes were approved.

## **REPORTS**

### **Chairman's Report**

Chairman Cook updated the Board that he attended the final reading of the budget which was approved by the City of Bartlett.

### **Superintendent's Report**

Superintendent Stephens provided the following updates:

- Attended the Mayor and Board of Aldermen meeting and our budget has been approved.
- Met with Mayor Parsons and Steve Sones to catch up on how things are going with the schools and the City of Bartlett.
- Summer Learning Camp and ESY wrapped up today.
- Staffing for next year is going well, and we have very few positions that are not filled.
- I recently attended two of our new employee orientations. Great groups of people, and it was great to see their enthusiasm.
- Painting, flooring and paving projects are on schedule.

### **General Counsel's Report**

No report.

### **Tennessee Legislative Network (TLN) Representative Report**

No report.

### **Financial Report**

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

## **UNFINISHED BOARD BUSINESS**

### **SECOND READING REVISED Policy 5003: Application and Employment**

The Second Reading of Revised Policy 5003: Application and Employment passed with a motion by Mrs. Shirley Jackson and a second by Mr. Brad Ratliff.

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

## **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, 2025 for a one-year term ending June 30, 2026.

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

Mrs. Shirley Jackson was elected by roll call vote to serve as the Vice-Chairman beginning July 1, 2025 for a one-year term ending June 30, 2026.

### **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, 2025 for a one-year term ending June 30, 2026.

### **FIRST READING REVISED Policy 4012: Course Recovery**

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

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

### **FIRST READING REVISED Policy 4035: Testing Programs**

The First Reading of Revised Policy 4035: Testing Programs passed with a motion by Mr. Brad Ratliff and a second by Mrs. Shirley Jackson.

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

### **Bartlett City Schools Attendance Plan for Truancy**

Bartlett City Schools Attendance Plan for Truancy passed with a motion by Mrs. Shirley Jackson and a second by Mr. Brad Ratliff.

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

### **Uncollectible Cafeteria Charges**

Uncollectible Cafeteria Charges passed with a motion by Mr. Brad Ratliff and a second by Mrs. Shirley Jackson.

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

### **Resolution 12-10 Budget Amendment**

Resolution 12-10 Budget Amendment passed with a motion by Mr. Brad Ratliff and a second by Mrs. Shirley Jackson.

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

## Consent Agenda

**ACES-TN Contract**  
**Advance Therapy Services Contract**  
**Allied Instructional Services Contract**  
**Family to Family Adult Care Services Contract**  
**Professional Audiological Services, Inc. Contract**  
**Stellar Therapy Services, LLC, Contract**  
**Memorandum of Understanding (MOU) Between Southern College of Optometry and Bartlett City Board of Education**  
**Memorandum of Understanding (MOU) between TCAT Memphis and Bartlett City Board of Education**  
**Renewal Letter of Intent (LOI) Non-Food Bid#FY231008 – Sysco Memphis LLC**  
**Renewal Letter of Intent (LOI) Non-Food Bid#FY231008 – American Paper and Twine**  
**Renewal Letter of Intent (LOI) Fresh Bread Products Bid#FY230007 – Bimbo Bakeries USA**

The Consent Agenda passed with a motion by Mrs. Shirley Jackson and a second by Mr. Brad Ratliff.

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

## **ADJOURNMENT**

The meeting adjourned at 6:45 p.m.

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David M. Cook II, Chairman

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Dr. David A. Stephens, Superintendent

<b>Bartlett City Board of Education</b>		<b>4012</b>
Descriptor Term: <b>COURSE RECOVERY</b>	Descriptor Code: <b>Instructional Services</b>	Issue Date: <b>06/23/2014</b>
	Rescinds:	Revised: <b>08/25/2016</b> <b>08/26/2021</b>

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

6 Student Eligibility

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

- 8
- 9 1. Student is repeating a failed course with a minimum average of 50%
- 10 2. Student is deficient in credit to progress to the next grade level, or to graduate on time and
- 11 cannot obtain said credits during the regular school day during the school year.
- 12 3. Student has not been classified as Truant (10 unexcused absences or 15 total absences)
- 13 during the current term.
- 14 4. The student's parent or legal guardian has provided written consent for the student to
- 15 enroll in the proposed credit recovery course.

16 Instruction

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

29 Requirements/Procedures

- 30 1. Tuition, not to exceed the current tuition amount of summer school, may be charged for
- 31 Course Recovery offered outside the school day.
- 32 2. Students shall be allowed no more than two (2) absences from sessions (absences during
- 33 the summer will require "make-up" time.)
- 34 3. Students shall maintain appropriate conduct during session time, including adequate
- 35 progress toward completion.
- 36 4. Students will receive no more than three (3) attempts to pass any single test.

- 1 5. Course Recovery may only be taken at the student's base school during the school year.
- 2 6. Any course taken through Course Recovery will be honored across Bartlett City Schools.
- 3 This includes transfers prior to completion of the course.<sup>1</sup>
- 4 7. Successful completion of Course Recovery will be recorded as an additional entry on the
- 5 transcript with a ~~70~~ 60 being listed as the semester average with a Course Recovery
- 6 designation. The original failing grade will remain on the transcript.
- 7 8. Course Recovery priority for available seats will be given to seniors needing course credit
- 8 to graduate.

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<sup>1</sup> T.C.A. §49-6-601

<b>Bartlett City Board of Education</b>		<b>4035</b>
Descriptor Term: <b>TESTING PROGRAMS</b>	Descriptor Code: <b>Instructional Services</b>	Issue Date: <b>05/25/2023</b>
	Rescinds:	Revised:

1    **General**

2    The Board shall provide for a system-wide testing program which shall be periodically  
3    reviewed and evaluated. The purpose of the program shall be to:

- 4           1. Assist in promoting accountability;  
5           2. Determine the progress of students;  
6           3. Assess the effectiveness of the instructional program and student learning;  
7           4. Aid in counseling and guiding students in planning future education and other  
8           endeavors;  
9           5. Analyze the improvements needed in each instructional area;  
10          6. Assist in the screening of students with learning difficulties;<sup>1</sup>  
11          7. Assist in placing students in remedial programs;  
12          8. Provide information for college entrance and placement, and  
13          9. Assist in educational research by providing data;<sup>2</sup>

14   The Superintendent shall be responsible for planning and implementing the program  
15   which includes:

- 16           1. Determining specific purposes for each test;  
17           2. Selecting the appropriate test to be given;  
18           3. Establishing procedures for administering the tests;  
19           4. Making provisions for interpreting and disseminating the results;  
20           5. Maintaining testing information in a consistent and confidential manner; and  
21           6. Ensuring that results are obtained as quickly as possible, especially when  
22           placement in a special learning program might be necessary.

23   State-mandated student testing programs shall be undertaken in accordance with  
24   procedures published by the State Department of Education.<sup>3</sup>

25   **WEIGHTING TCAP SCORES**

26   The weight of student scores on the Tennessee Comprehensive Assessment Program  
27   (TCAP) grades three through five (3-5) shall comprise the minimum percentage of the  
28   students' final grade average as permitted by law in the subject areas of mathematics,  
29   reading/language arts, science, and social studies. Student scores on the Tennessee  
30   Comprehensive Assessment Program (TCAP) for grades six through eight (6-8) shall  
31   comprise the minimum percentage of the students' final grade average as permitted by  
32   law in the subject areas of mathematics, reading/language arts, science, and social

1 studies. Student scores on the Tennessee Comprehensive Assessment Program/End of  
2 Course (EOC) shall comprise ~~fifteen percent (15%)~~ **five percent (5%)** of the student's final  
grade average for the school year.

3 The Bartlett City School System shall use the following methodology: "Target Score  
4 Methodology".

5 If Bartlett City Schools District does not receive students' TCAP scoring, including all  
6 achievement tests (for grades 3-8) and End-of-Course scores (for grades 9-12), at least  
7 five (5) instructional days before the end of the course, then the Superintendent may  
8 exclude these scores from students' final grades.<sup>4, 5</sup>

## 9 **INTEREST INVENTORIES AND CAREER ASSESSMENTS** <sup>6</sup>

10 Interest inventories shall be made available to students in their middle school or 9<sup>th</sup> grade  
11 years. Such inventories shall consist of the Kuder assessment, Myers-Briggs Type  
12 Indicator personality inventory, the ASVAB, the College Board Career Finder, or other  
13 interest or career inventory available to assist middle school or ninth grade students in  
14 determining the students' interests and in making career decisions.

15 Career aptitude assessments shall be administered to students in grades 7 or 8 in order  
16 to inform the student's high school plan of study. Upon receiving the results from these  
17 assessments, the school shall provide students with information on any available career  
18 and technical education opportunities offered by the District in which the student is eligible  
19 to participate.

## 20 **TESTING INFORMATION AND PARENTAL CONSENT**

21 Any test directly concerned with measuring student ability or achievement through  
22 individual or group psychological or socio-metric tests shall not be administered by or with  
23 the knowledge of any employee of the system without first obtaining written consent of  
24 the parent(s)/guardian(s).<sup>2</sup>

25 Results of all group tests shall be recorded on the students' permanent records and shall  
26 be made available to appropriate personnel in accordance with established Board  
27 policies.<sup>7</sup>

28 No later than July 31 of each year, the Board shall publish on its website information  
29 related to state and board mandated tests that will be administered during the school  
30 year. The information shall include:<sup>8</sup>

- 31 1. The name of the test;
- 32 2. The purpose and use of the test;
- 33 3. The grade or class in which the test will be administered;
- 34 4. The tentative date or dates that the test will be administered;
- 35 5. The time and manner in which parents and students will be notified of the results  
36 of the test;

- 1       6. How parents can access the questions and answers on their student's state-
  - 2             required tests; and
  - 3       7. If a board mandated test, how the test complements and enhances student
  - 4             instruction and learning and how it serves a purpose distinct from state-required
  - 5             tests.
- 6   The testing information shall also be placed in student handbooks or other school
- 7   publications that are provided to parent(s)/guardian(s) on an annual basis.

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Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(11)
4. TCA 49-1-617; State Board of Education  
Policy 2.102
5. TRR/MS 0520-01-03-.03(11)(e); State Board  
of Education Policy 2.103; TCA 49-1-617
6. TCA 49-6-412
7. TCA 10-7-504(a)(4)(A)
8. TCA 49-6-6007; State Board of Education  
Policy 2.102; State Board of Education Policy  
2.103

## Policy 1021 – Technology Use of the Internet and Internet Safety

The Bartlett City Board of Education provides access to the Internet through a variety of technology resources including, but not limited to, computers, tablets, cloud computing, and storage solutions. The Board provides such access as an instructional and professional resource and intends that students and staff benefit from these resources acknowledges that staff and students need reasonable access to various information formats. The Board believes that it is incumbent upon staff and students to use this privilege in a safe, legal,n appropriate and responsible manner.

~~The Bartlett City Schools~~The Board establishes this Policy Internet Safety and Acceptable Use Policy to govern the use of BCS technology resources, to is intended to prevent unauthorized access and unlawful activities by users-online, to prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children’s Internet Protection Act (CIPA).

This ~~P~~policy applies to all ~~Bartlett City Schools~~BCS technology resources including, but not limited to, BCS networks and all devices connecting thereto. This Policy applies to all BCS-provided technology use, whether on or off campus, and BCS students, ~~and~~ employees, ~~as well as~~ volunteers, interns, and authorized contracted personnel, using district-provided technology shall, at all times, comply with this Policy and its accompanying procedures. whose access to, or use of, Internet and/or e-mail services is provided by Bartlett City Schools.

Before any student or employee is permitted use of the district’s technology, including hardware, software, intranet, internet, or email, and annually thereafter, such student or employee shall sign a copy of the BCS Internet Safety and Acceptable Use of Technology Policy. All users of BCS technology, including those who access the district’s network for any purpose, agree to be bound by the terms of this Policy and its accompanying procedures, even if no signed Agreement remains on file.

~~— Before any employee is permitted use of the district’s network or a district owned device, the employee shall sign the Acceptable Use of Electronic Media Agreement. Any employee who accesses the district’s network for any purpose agrees to be bound by the terms of the Agreement, even if no signed Agreement remains on file.~~

### CIPA Compliance and Internet Safety Measures<sup>1</sup>

The Superintendent or his/her designee will develop and maintain administrative procedures for the appropriate use of the Internettechnology by staff and students. Internet safety measures will include but not be limited to:

- A. Controls for access by students to inappropriate matter on the Internet and the World Wide Web
- B. A safe and secure environment for students when using electronic mail, chat rooms, and other forms of direct electronic communications.
- C. Prevention of unauthorized access, including “hacking” and other unlawful activities on-line
- D. Prevention of unauthorized disclosure, use, and dissemination of student personal information

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<sup>1</sup> Children’s Internet Protection Act (Public Law 106-554)

- E. Use of technology to restrict students' Internet access to material that is obscene or harmful to them

The Superintendent or his/her designee shall establish procedures to ensure the district's education technology is not used for purposes prohibited by law. The process shall include but not be limited to:

- A. Utilizing technology to block or filter Internet access to material that is obscene or harmful to students
- B. Maintaining and securing a usage log
- C. Monitoring on-line activities of students

#### Internet Safety Instruction<sup>2</sup>

Students will receive appropriate instruction in Internet safety and digital citizenship as a part of any instruction using devices that provide access to the Internet. Internet safety instruction will include, but not be limited to, appropriate online behavior, interaction with others while using social networking websites or chat rooms, and cyberbullying awareness of the impact and consequences of cyber bullying and response.

The Superintendent shall also provide adequate in-service instruction on internet safety.

Students, parents, and employees will be provided with material to raise awareness of the dangers posed by the Internet and ways in which the Internet may be used safely. Parents of students attending Bartlett City Schools shall also be provided with the district Acceptable Use of Network and Electronic Media Agreement and accompanying guidelines for such Agreement. All network users shall abide by all laws, the Acceptable Use Policy, and all district security policies when using the district network or district owned devices.

#### Expectations and Acceptable Use of Network and Internet

The Superintendent or his/her designee shall develop an Internet Safety and Acceptable Use of Network and Electronic Media Technology Agreement and adopt guidelines for such Agreement that shall apply to all Bartlett City Schools students, employees, volunteers, interns and contractor personnel, whose access to, or use of, technology, internet and/or e-mail services is provided by or through Bartlett City Schools.

- A. All users shall act in a responsible, ethical, and lawful manner when using the schools district's BCS information technology resources.
- B. All users shall use technology resources in a manner that does not result in intentional damage of school equipment, networks, stored data, or hosted cloud platforms or systems.
- C. Users shall secure technology resources against loss or theft and shall maintain technology resources in good working order.
- A-D. Users shall report a malfunctioning, damaged, lost, or stolen device immediately to the BCS Technology department.
- E. Users shall monitor all activity on their account(s), and if they observe any illegal activities or misuse of the network, shall report these activities to BCS Technology department immediately appropriate district personnel.

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<sup>2</sup> T.C.A. §49-1-221

~~B-F.~~ Users shall refrain from plagiarizing works accessed through BCS technology resources. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own works.

~~C-G.~~ Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of ~~said equipment online~~ technology shall monitor the use of this equipment to assure that it conforms to the mission and goals of the district.

- a. Parents/guardians wishing to deny independent access to ~~electronic media involving district technological~~ BCS technology resources may do so by returning a signed right of refusal form supplied by the school. This document shall be kept on file as a legal, binding document. (In order to modify or rescind the agreement, the user's parent/guardian must provide the principal with a written request.)

~~D-A.~~ ~~Before any employee is permitted use of the district's network or a district owned device, the employee shall sign the Acceptable Use of Electronic Media Agreement. Any employee who accesses the district's network for any purpose agrees to be bound by the terms of the Agreement, even if no signed Agreement remains on file.~~

~~E-H.~~ All users shall follow this policy.

#### Unacceptable Uses of the Network or Internet

Bartlett City Schools reserves the right to take immediate action regarding activities on its network that (1) create security and/or safety issues for the district, students, employees, schools, network or computer resources, or (2) other activities as determined by the district as inappropriate.

Prohibited ~~and illegal~~ activities include, but are not limited to, the following:<sup>3</sup>

A. Illegally installing or transmitting copyrighted materials;

B. Violating any state ~~or~~, federal law, ~~or~~ municipal ordinance, or BCS Policy;

~~A-C.~~ Asuch as: accessing, uploading, downloading, or sending materials that are offensive, profane, threatening, pornographic, obscene, harassing, demeaning, sexually explicit, confidential, or pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, or copyrighted materials

~~B-D.~~ Using BCS technology to engage in ~~c~~riminal activities that can be punished under law;

E. Using BCS technology to ~~s~~elling or purchase~~ing~~ illegal items or substances;

F. Gaining unauthorized access to student or employee accounts, files, and/or data;

G. Unauthorized sharing of credentials for any technological resource;

H. Unauthorized photography, videos, or use of an individual's likeness without their knowledge and consent;

~~C-I.~~ Using BCS technology to impersonate another individual;

~~D-J.~~ Causing harm to others or damage to their property, such as:

- a. Using profane, abusive language; threatening, harassing language, or making damaging or false statements about others or accessing, sending, or downloading offensive, harassing, or disparaging materials;
- b. Deleting, copying, modifying, or forging other users' names, emails, files, or data; impersonating other users, or sending anonymous email;

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<sup>3</sup> T.C.A. §39-14-602

- c. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
- d. Using any District computer to pursue “hacking”, internal or external to the District, or attempting to access information protected by privacy laws;
- ~~E.K.~~ Using the network or Internet for commercial purposes, such as:
  - a. ~~Using the network for~~For personal financial gain;
  - b. ~~Using the network for~~For personal advertising, promotion; or
  - c. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.
- ~~L.~~ Bypassing any BCS filter through a web proxy, tethering, or any other means;
- ~~M.~~ Students are prohibited from accessing social media platforms, message boards, and/or instant messaging services using the internet access provided by BCS, except when expressly authorized by their teacher for educational purposes only.<sup>4</sup>
  - a. “Social media” is defined as a form of interactive electronic communication through an internet website or application by which a user creates a service-specific identifying user profile to connect with other users of the internet website or application for the purpose of communicating and sharing information, ideas, news, stories, opinions, images, videos, and other content.
  - b. “Social media platforms” are defined as the online digital services or websites that facilitate social media.
  - c. “Message boards” are defined as digital services or websites that facilitate user comments and/or replies about a particular issue or topic.
  - ~~e.d.~~ “Instant message services” are defined as online digital services or websites that incorporate a function that permits real-time, text-based conversations between users, whether or not such conversations are maintained or preserved.

### Penalties for Improper Use of Network or Internet

Violation of this ~~P~~policy or the Internet Safety and Acceptable Use Agreement referenced herein ~~by students~~ may lead to disciplinary and/or legal consequences. ~~Violations may result in action including, but not limited to, student suspension or expulsion, staff reprimand, suspension, or dismissal, or criminal prosecution by government authorities for criminal offenses. Violation of this policy or the Acceptable Use Agreement referenced herein by staff may lead to reprimand, suspension, dismissal from employment, or criminal prosecution by government authorities.~~

### Internet Filtering

Bartlett City Schools will use technology protection measures on all district networks for all Internet-enabled, district-owned devices to block or filter the access of material that violates this BCS Acceptable Use Policy. ~~is obscene, pornographic, and harmful to minors.~~ The district reserves the right to monitor users’ online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to ~~others~~ third parties as it deems necessary and as is legally permissible. Users ~~maintains~~should have no expectation of privacy regarding their use of district owned or district provided technology~~property, network and/or Internet access or files~~, including e-mail.

<sup>4</sup> T.C.A. §49-6-4605

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; profane materials, obscene materials, materials promoting violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts, and online gambling.

The Superintendent or his/her designee will consider requests from users who wish to use a blocked site for bona fide research or other lawful purposes. This permission will be granted for a specific period of time and internet activity will be logged and reported to the district Network Administrator during this period.

### Providers

Providers of digital or online resources with which BCS contracts for the provision of digital or online materials created and marketed for kindergarten (K) through grade twelve (12) shall:

1. Verify that the digital or online materials do not violate T.C.A. §39-17-902;
2. Take commercially reasonable steps to filter, block, or otherwise prevent access to pornography or obscenity through one's use of the digital or online materials;
3. Verify, in writing, that it has taken commercially reasonable steps to ensure that the provider's technology will prevent a user from sending, receiving, viewing, or downloading materials that are harmful to minors, as defined in T.C.A. §39-17-901; and
4. Remove, upon BCS's request, BCS's access to digital or online materials for ages or audiences for which BCS has determined the material to be age or audience-inappropriate. A provider must remove such BCS access within one (1) business day of the provider's receipt of BCS's request, unless the deadline for removal is extended by mutual consent of BCS and the provider.

If a BCS student, parent/guardian of a BCS student, or a BCS employee believes that a provider has not satisfied the aforementioned requirements, then a BCS student, the parent/guardian of a BCS student, or a BCS employee may file a complaint with the BCS Assistant Superintendent of Teaching and Learning or his/her designee specifically stating the alleged violation. The Assistant Superintendent of Teaching and Learning or his/her designee shall review each allegation of failure to fulfill the aforementioned requirements and shall advise the Complainant of whether he/she believes that action should be taken as it relates to the provider. This policy provision pertains to all contracts entered into with providers after July 1, 2022.

## Policy 1036 – Student Board Representative<sup>1</sup>

Annually, a Bartlett High School student shall serve as an advisory, nonvoting representative to the Bartlett City Board of Education.

The Student Board Representative will be selected by the Bartlett High School Principal during the month of April of the student's junior year, to commence his/her term at the Board's first meeting that is open to the public in August. Eligible candidates must be a rising senior in good standing who has attended Bartlett High School for one calendar year with a minimum GPA of 2.75. The Student Board Representative shall maintain a minimum GPA of 2.75 for the duration of his/her term.

The role of the Student Board Representative will be:

1. To attend all Board meetings that are open to the public;
2. To dress and present himself/herself at meetings in a manner consistent with elected Board members;
3. To provide student insight and perspective to the Board when requested by Board members; and
4. To serve as a BCS student liaison through established student government and/or other student communication networks.

The Student Board Representative will not:

1. Make motions, second motions, or vote;
2. Attend executive sessions;
3. Hold Board office;
4. Absent Board request, participate in Board discussions or receive Board materials concerning confidential and/or sensitive Board topics including, but not limited to, personnel matters, legal briefings, individual student discipline, or Board negotiations; or
5. Receive compensation or reimbursement for Board service.

The Board may remove the Student Board Representative at any point during his/her term if he/she fails to maintain the minimum GPA requirements, fulfill the responsibilities of the Student Board Representative or engages in conduct unbecoming to a Student Board Representative, as determined in the sole discretion of the Board Chairman. In the event of a mid-term vacancy, an alternate Student Board Representative will be appointed by Bartlett High School Principal.

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<sup>1</sup> Public Acts of 2025, Chapter 359

## **Policy 1037 – Non-Discrimination Statements**

Bartlett City Schools students, parents, employees, applicants, and other third parties interacting with the District shall be treated in a non-discriminatory manner as provided by state and federal law.

This Policy applies to all students, parents, employees, employment applicants, and third parties.

### Title VI of the Civil Rights Act of 1964, As Amended

The Bartlett City Board of Education prohibits discrimination and harassment on the basis of race, color, and national origin, including antisemitism, in the educational programs or activities which are operated by Bartlett City Schools.

“Antisemitism” is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.

Students or employees who believe that they have been discriminated against or harassed on the basis of their race, color, or national origin must contact Bartlett City Schools’ designated Federal Rights Coordinators whose contact information appears below.

### Title IX of the Education Amendments of 1972, As Amended

The Bartlett City Board of Education prohibits discrimination on the basis of sex in the educational programs or activities which it operates. This prohibition on sex-based discrimination applies to students and employees while engaged in any BCS program or activity.

Students or employees who believe that they have been discriminated against or harassed on the basis of sex in a Bartlett City Schools educational program or activity must contact Bartlett City Schools’ designated Title IX Coordinator whose contact information is:

BCS Assistant Superintendent, Human Resources and Student Services  
5705 Stage Road  
Bartlett, TN 38134  
Telephone: (901) 202-0855  
E-mail: [federalrights@bartlettschools.org](mailto:federalrights@bartlettschools.org)

### Section 504 of the Rehabilitation Act of 1973/Title II of the Americans with Disabilities Act (ADA), As Amended

The Bartlett City Board of Education prohibits the exclusion from, participation in, denial of benefits of, or the discrimination of any qualified persons with disabilities in any Bartlett City Schools program on the basis of disability.

Qualified parents, students, or employees with disabilities that believe that they have been excluded from participating in, denied benefits of, or have been discriminated against in any Bartlett City Schools program on the basis of disability must contact Bartlett City Schools' designated Federal Rights Coordinators whose contact information appears below.

#### Title VII of the Civil Rights Act of 1964, As Amended

The Bartlett City Board of Education prohibits discrimination of its employees and applicants for employment on the basis of race, color, religion, sex, or national origin. BCS also prohibits discrimination against its employees on the basis of the employee's or applicant's association with another individual of a particular race, color, religion, sex, or national origin.

Employees or applicants for employment that believe that they have been discriminated against on the basis of their race, color, religion, sex, or national origin must contact Bartlett City Schools' designated Federal Rights Coordinators whose contact information appears below.

#### Age Discrimination in Employment Act of 1967 (ADEA)

The Bartlett City Board of Education prohibits discrimination of its employees and applicants for employment on the basis of age. Employees or applicants for employment that believe that they have been discriminated against on the basis of age must contact Bartlett City Schools' designated Federal Rights Coordinators whose contact information appears below.

#### Title II of the Genetic Information Nondiscrimination Act of 2008

The Bartlett City Board of Education prohibits discrimination of its employees and applicants for employment on the basis of genetic information. Employees or applicants for employment that believe that they have been discriminated against on the basis of genetic information must contact Bartlett City Schools' designated Federal Rights Coordinators whose contact information appears below.

#### Americans with Disabilities Act of 1990, As Amended

The Bartlett City Board of Education prohibits discrimination of its employees and applicants for employment on the basis of disability. Employees or applicants for employment that believe that they have been discriminated against on the basis of disability must contact Bartlett City Schools' designated Federal Rights Coordinators whose contact information appears below.

## Federal Rights Coordinators Contact Information

Excluding Title IX, the following persons have been designated to handle inquiries regarding Bartlett City Schools' nondiscrimination policies. Title IX Complaints should be reported to the Title IX Coordinator pursuant to BCBE Policy 1035: Title IX and Sexual Harassment.

### **For Employees**

Federal Rights Coordinator  
Dr. Lora Filsinger  
5705 Stage Road  
Bartlett, TN 38134  
Telephone: (901) 202-0855  
E-mail: [federalrights@bartlettschools.org](mailto:federalrights@bartlettschools.org)

### **For Students**

Federal Rights Coordinator  
Dr. Momodou Keita  
5705 Stage Road  
Bartlett, TN 38134  
Telephone: (901) 202-0855  
E-mail: [federalrights@bartlettschools.org](mailto:federalrights@bartlettschools.org)

## POLICY 3020: Emergency Preparedness Plan

The Superintendent shall be responsible for developing, maintaining and acquiring Board approval of the comprehensive District-wide Emergency Preparedness Plan,<sup>4</sup> school safety plan and building-level school safety plans (hereinafter “the Safety Plans”) regarding crisis intervention, emergency response, emergency management, and cyber security.<sup>2</sup> Safety Plans~~which~~ shall, at a minimum, include procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornados, floods, other severe weather, ~~and~~ medical emergencies, and cyber-attack. Each district-wide and building-level school safety team shall annually review the respective district-wide and building-level school safety plans.

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

~~The Each~~ Principal shall be responsible for ensuring that no more than one (1) fire drill requiring full evacuation is held every thirty (30) school days, ~~with~~ except that two (2) full evacuation fire drills, and no more than two (2) full evacuation fire drills, are to be conducted within the first thirty (30) full days of school. Additionally, four (4) fire safety educational announcements shall be conducted throughout the school year.<sup>3</sup> The Principal shall also ensure that three (3) additional safety drills are given during the school year.<sup>4</sup> Two (2) of these drills must include earthquake drills,<sup>5</sup> and one may cover inclement weather, earthquakes, intruders, or other emergency drills that do not require full evacuation.

The Principal shall ensure that each school safety team conducts at least one (1) armed intruder drill, incident command drill, and emergency safety bus drill is conducted annually in coordination with local law enforcement.<sup>6</sup> The incident command drill and the emergency safety bus drill shall be conducted without students present.

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

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

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

<sup>2</sup> T.C.A. §49-6-804

<sup>3</sup> T.C.A. §68-102-137(b)

<sup>4</sup> T.C.A. §68-102-137(f)

<sup>5</sup> T.C.A. §49-1-302(a)(16); TRR/MS 0520-1-2-.30

<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

~~The Each~~ principal or his/her designee shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give all school personnel instructions on how to properly use fire extinguishers.

All doors serving as an exit to any BCS building shall be kept unlocked during the periods that the building is occupied. It shall be unlawful for screens to be fastened in windows of any building that would prevent the egress of students in case of fire or other emergency.

### MEDICAL EMERGENCIES/PANDEMIC FLU

In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate and consult with the local and state health departments and other Bartlett emergency or healthcare providers in protecting students and the community from further infection.

### AED/CPR DRILLS<sup>10</sup>

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

1. Where the AED will be placed;
2. The individuals who are authorized to operate the AED;
3. How the AED with an emergency medical service in the area where the AED is located;
4. Maintenance and testing on the AED;
5. Records that will be kept by the program;
6. Reports that will be made of AED use;
7. Other matters as specified by the Department of Health; and
8. A plan of action for proper usage of the AED.

~~At a minimum, Bartlett Academy and Bartlett High School~~All BCS schools shall be equipped with at least one (1) AED device placed within the school.

~~The BCS School Health Coordinator shall schedule an annual~~Any BCS school with an AED shall conduct annual AED and CPR training for all school personnel to practice the use of these life-saving measures and to evaluate the school's preparedness in the event of sudden cardiac arrest. A drill must also be available to students so that students are aware of the steps that must be taken if an event should occur that requires the use of an AED.<sup>11</sup>

The BCS School Health Coordinator shall ensure that the AED portion of the training teaches the use of AEDs and informs school personnel of AED locations, the school's response plan, and members of the school's response team.<sup>12</sup>

### REMOTE LEARNING DRILLS<sup>13</sup>

<sup>10</sup> T.C.A. 49-2-122; TRR/MS 0520-01-02-.30

<sup>11</sup> T.C.A. §49-6-1208

<sup>12</sup> T.C.A. §49-2-122

<sup>13</sup> T.C.A. §49-2-139

The District shall conduct a remote learning drill at least once, but not more than twice, each school year to ensure that schools, students, and parents can easily transition from in-person learning to remote learning. The drill must accurately reflect the LEA's plan for transitioning students to remote learning in the event of a disruption to school operations. Students shall not be required or asked to exclusively transition to remote learning at any time during the remote learning drill. The District shall address any issues that are identified during the remote learning drill.

<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: <b>07/25/2024</b>

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

- 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 5. Ensuring that equipment purchased with federal funds is managed as directed by  
11 federal law.

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

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

21 Should the Principal receive credible information regarding a threat of violence or  
22 significantly disruptive behavior, and should the Principal report such threat or behavior  
23 to a state or local law enforcement agency, then the Principal shall notify the parents and  
24 guardians of students enrolled in the school within forty-eight (48) hours of the report. For  
25 purposes of law enforcement reports, a report made to a school resource officer ("SRO")  
26 or a BCS school security officer ("SSO") shall not constitute a report to a state or local  
27 law enforcement agency. If the SRO or SSO subsequently reports the threat of violence  
28 or significantly disruptive behavior to a law enforcement agency for further investigation

<sup>1</sup> T.C.A. §49-6-805

<sup>2</sup> T.C.A. §49-6-817

<sup>3</sup> T.C.A. §49-6-4301; T.C.A. §39-16-517

1 or for de-escalation assistance, then the Principal shall notify parents and guardians in  
2 accordance with the aforementioned forty-eight (48) hour requirement.<sup>4</sup>

3 The Superintendent or his/her designee, is authorized to sign a criminal complaint and to  
4 press charges against perpetrators of crimes against BCS property. The Superintendent  
5 shall report all signing of such complaints to the Board.

## 6 School Policing

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

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

39  
40 In addition to school policing services through School Resource Officers (SRO’s), the  
41 District may employ one or more school security officer(s) for the purposes of maintaining

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<sup>4</sup> Public Acts of 2025, Chapter No. 215

<sup>5</sup> T.C.A. §49-6-4217

1 order and discipline, preventing crime, investigating violations of school board policies,  
2 and ensuring the safety, security, and welfare of all students, faculty, staff, and visitors.<sup>6</sup>  
3 In consultation with Bartlett Police Department and/or the Shelby County Sheriff's  
4 Department, such school security officer may patrol within a one-mile radius of the  
5 security officer's assigned school, but not to exceed the boundaries of Bartlett City  
6 Schools.

7 **CYBERSECURITY<sup>7</sup>**

8 The Superintendent shall implement cybersecurity procedures to identify cybersecurity  
9 risks, mitigate such risks, and protect cyberinfrastructure against cyberattacks and other  
10 cybersecurity threats and incidents.

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<sup>6</sup> T.C.A. §49-6-4206

<sup>7</sup> T.C.A. §49-6-805

<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:	Current Revision: <b>10/24/2024</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.

24 Universal Reading Screener and Dyslexia Screener<sup>3</sup>

25 ~~If a universal reading screener and/or dyslexia screener was administered to a student who is  
26 enrolled in kindergarten (K) through eighth grade (8<sup>th</sup>) in the current school year, then the results of  
27 the screener shall be provided to the student’s parent/guardian with the student’s report card.~~

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

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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)

<sup>3</sup> Public Acts of 2025, Chapter No. 330

- 1 The grading system for core content areas is expressed by the letters “A”, “B”, “C”, “D”, and “F”
- 2 according to the numerical values listed on the grading scale below. First (1st) and second (2nd)
- 3 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

1 State Standardized Assessments

2 For students in grades 3-12, scores on state standardized assessments shall comprise the  
3 minimum percentage of the students' final grades as permitted by law.<sup>4</sup>

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

6 High School Grading

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

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

12 For courses which have no state mandated end of course ("EOC") exam, each semester grade is  
13 fifty percent (50%) of the final grade. For courses which include a state EOC exam, each semester  
14 grade is forty-five percent (45%) of the final grade, and the EOC exam accounts for ten percent  
15 (10%). For the 2017-2018 school year and beyond, each semester grade is forty-seven point five  
16 percent (47.5%) of the final grade, and the EOC exam accounts for five percent (5%).

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

22 Weighted Grades

23 For Advanced Placement (A.P.) and dual enrollment courses, teachers will add five (5) points to  
24 each quarter and semester exam grade. For dual credit, and national industry certification courses,  
25 teachers will add four (4) points to each quarter and semester exam grade. For Honors courses,  
26 including middle school courses taught at the Honors level, teachers will add three (3) points to  
27 each quarter and semester exam grade. Points shall not be added to the final grade.

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<sup>4</sup> T.C.A. §49-1-617

1 Calculation for High School Course GPA

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

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

10 Tennessee Uniform Grading Scale for Lottery/HOPE Scholarship

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

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

18 Each school year, prior to scheduling courses for the next school year, all middle schools, and  
19 Bartlett High School shall conduct a lottery scholarship day for students and their parents.<sup>5</sup> Each  
20 school counselor will provide incoming freshmen with information on college core courses required  
21 for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score,  
22 etc.) that must be met in order to receive a scholarship.

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<sup>5</sup> T.C.A. §49-4-932(f)

## **POLICY 5014.1: Family and Medical Leave**

### **PURPOSE**

To entitle eligible employees to take reasonable leave for medical reasons, for the birth or adoption of a child, and for the care of a child, spouse, or parent who has a serious health condition.

### **ELIGIBILITY**

Anyone who has been employed for at least twelve (12) months and has at least 1,250 hours of service with Bartlett City Schools (hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility<sup>1</sup>) during the previous twelve month period.<sup>2</sup>

### **GENERAL PRINCIPALS**

Any eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed calendar year for the following reasons:

1. The birth and care of a child;
2. The placement of a child for adoption or foster care;
3. The employee's serious health condition that makes the employee unable to perform the essential functions of his or her job position;
4. The care of a child, spouse, or parent who has a serious health condition; and
5. Any qualifying exigencies arising out of the fact that the employee's child, spouse, or parent is on active duty or has been notified of an impending call or order to active duty.

Requests for leave and granting of leave shall conform to applicable federal and state law. A physician's statement may be required when determining the leave period, and for foreseeable leave, the employee shall adhere to District notice requirements and provide the Superintendent with at least thirty (30) days written notice before the beginning of the anticipated leave.

An employee may use accrued sick or annual leave for unpaid family and medical leave. Paid leave shall run concurrently with and be counted toward the employee's total period of FMLA leave.

### **MATERNITY/PATERNITY LEAVE**

FMLA leave for maternity purposes shall run concurrently with leave provided under the Tennessee Maternity Act. In accordance with state law, any eligible employee requesting leave due to adoption, pregnancy, childbirth, and nursing an infant shall be granted up to four (4) months leave.<sup>3</sup>

Any employee on maternity/paternity leave shall be permitted to use accumulated sick and annual leave for a period not to exceed the employee's accumulated leave or twelve (12) weeks, whichever is less. To be eligible to use sick and/or annual leave in connection with the

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<sup>1</sup> *Hinson v. Tecumseh Products Co.* 234 F.3d 1268, 6<sup>th</sup> Cir. (2000).

<sup>2</sup> Family and Medical Leave Act 1993

<sup>3</sup> T.C.A. §49-5-702; T.C.A. §4-21-408

birth, placement, or adoption of a child, the employee must submit a written request accompanied by a statement from the employee's physician verifying the pregnancy or the agency handling the child's placement with the employee.

Spouses who are both eligible Bartlett City Schools employees are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.

#### **PAID FAMILY LEAVE AFTER BIRTH, STILLBIRTH, OR ADOPTION OF NEWLY PLACED MINOR CHILD<sup>4</sup>**

For purposes of Policy 5014.1, the following definitions shall apply:

"Birth" means "live birth" as defined in T.C.A. §68-3-102.

"Stillbirth" has the same meaning as defined in T.C.A. §68-3-102.

"Adoption" means that period of time beginning with the filing of an adoption petition and the initial placement of a minor child within the residence of a prospective adoptive parent pursuant to a court-ordered parental power of attorney or guardianship or custodial order until the issuance of a final order of adoption by the court.

"Newly placed minor child" means the adoption of a minor child that results in a change of custody of that child.

"Eligible employee" means a teacher, principal, supervisor, or other individual required by law to hold a valid license of qualification for employment in a school district.

Paid family leave after birth, stillbirth, or adoption of newly placed minor child applies only to eligible employees. Eligible employees must meet the following requirements:

1. Holds a valid license of qualification or an emergency credential issued by the Department of Education;
2. Has been employed full-time with BCS for at least twelve (12) consecutive months in a position required by law to hold a valid license of qualification, or an emergency credential issued by the Department of Education at the time of the birth, stillbirth, or adoption; and
3. Has held a valid license of qualification or an emergency credential issued by the Department of Education for the entire twelve (12) consecutive months of employment with BCS.

This group of individuals will be granted absence from work with pay for a period of time equal to six (6) work weeks after the birth or stillbirth of the employee's child or the employee's adoption of a newly placed minor child, upon the employee giving thirty (30) days' written notice to the BCS Benefits Department. However, if the employee learns of the birth, stillbirth, or

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<sup>4</sup> T.C.A. §8-50-81<sup>44</sup>

adoption less than thirty (30) days in advance of the birth, stillbirth, or adoption, then the employee must give notice as soon as reasonably possible to be eligible to receive paid leave hereunder.

Any employee granted paid parental leave for the birth, stillbirth, or adoption of a newly placed minor child shall not be required to use the employee's sick, annual, or other leave for the leave taken hereunder.<sup>5</sup> However, the leave granted pursuant to this Policy shall count toward the maximum number of days of family and medical leave the employee is entitled to pursuant to State law and the FMLA.

An eligible employee granted leave hereunder may receive no more than six (6) work weeks of paid leave within a twelve (12) month period, even if there is more than one (1) qualifying birth, stillbirth, or adoption occurring during such time.

The six (6) work weeks of paid leave shall be taken consecutively, except in extenuating circumstances, as determined and approved by the Superintendent.

The paid leave granted pursuant to this Policy must be used within twelve (12) months of the birth, stillbirth, or adoption of a newly placed minor child.

## **MILITARY LEAVE**

**Qualifying Exigencies.** Eligible employees are entitled up to twelve (12) workweeks of leave because of any qualifying exigency arising out of the fact that the employee's child, spouse, or parent is on active duty or has been notified of an impending call or order to active duty in the Armed Forces. Qualifying exigencies may include:

1. Issues arising from a covered service member's short notice deployment (i.e., less days of notice) for a period of seven (7) days from the date of notification;
2. Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered service member;
3. Making or updating financial and legal arrangements to address a covered service member's absence;
4. Attending counseling provided by someone other than a health care provider for oneself, the covered service member, or the child of the covered service member, the need for which arises from the active duty or call to active duty status of the covered service member;
5. Taking up to fifteen (15) days of leave to spend time with a covered service member who is on short-term temporary, rest and recuperation leave during deployment;
6. Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of ninety (90) days following the

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<sup>5</sup> T.C.A. §8-50-813

- termination of the covered service member's active duty status, and addressing issues arising from the death of a covered service member; or
7. Any other event that the employee and employer agree is a qualifying exigency.

**Military Caregiver Leave<sup>6</sup>.** An eligible employee who is a spouse, child, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness shall be granted up to a total of twenty-six (26) workweeks of unpaid leave during a "single 12-month period" to care for the covered service member or covered veteran. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy. The calculation of this 5-year period shall not include the interval of October 28, 2009 through March 8, 2013. The "single 12-month period" for leave to care for a covered service member or covered veteran with a serious injury or illness begins on the first day the employee takes leave for this reason and ends twelve (12) months later, regardless of the twelve (12) month period established by the employer for other types of FMLA leave. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member.

For covered service members, a serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating. For covered veterans, a serious injury or illness is defined as:

1. A continuation of a serious injury or illness that was incurred or aggravated in the line of duty while on active duty that rendered the veteran unable to perform the duties of the veteran's office, grade, rank, or rating;
2. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50 percent or higher, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave;
3. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
4. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

## **INTERMITTENT LEAVE**

Employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, because of the employee's own serious health condition, for the care of a newborn, or for the placement of a child for foster care or adoption. When a licensed

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<sup>6</sup> 29 C.F.R. §825.127

employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the District may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an available alternative position offered by the District for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

## **RESTRICTIONS**

### **Notice Requirements.**

For foreseeable leave, the employee shall provide the Superintendent with at least thirty (30) days written notice before the beginning of the anticipated leave.

Once it has been established that the leave requested qualifies for FMLA, the Superintendent or his/her designee shall notify the employee within two (2) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave or worker's compensation) shall run concurrently with FMLA leave.<sup>7</sup> The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.<sup>8</sup>

### **Certification Requirements.**

The Superintendent may require that a request for leave be supported by certification issued by a healthcare provider with the following information:

1. The date on which the serious health condition commenced;
2. The probable duration of the condition;
3. The appropriate medical facts within the knowledge of the health care provider regarding the condition; and
4. A statement that the eligible employee is needed to care for the son, daughter, spouse or parent and an estimate of the amount of time that such employee is needed.

If there is any reason to doubt the validity of the certification provided, the Superintendent may require, at the expense of the District, an opinion of a second health care provider.

### **Period Near the End of an Academic Term (Professional employees).**

If leave is taken more than five (5) weeks prior to the end of the term, the Superintendent may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.

If the leave is taken five (5) weeks prior to the end of the term, the Superintendent may require the employee to continue taking leave until the end of the term if the leave is greater than two

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<sup>7</sup> 29 C.F.R. §825.207

<sup>8</sup> OP Tenn. Atty Gen 94-006 (Jan. 13, 1994); *Plant v. Morton International, Inc.* 212 F.3d 929, 6<sup>th</sup> Cir. (2000).

(2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

### **REQUIREMENTS OF THE BOARD**

1. The employee shall be restored to the same or equivalent position of employment with no loss of benefits, pay, or other terms of employment.
2. The employee shall be kept under any group health plan for the duration of the leave.
3. The Board may recover the premium paid while employee is on FMLA leave under the following conditions:
  - A. The employee fails to return from leave after the period of leave has expired.
  - B. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

## **POLICY 6011: Student Medicines**

### **GENERAL MEDICATION ADMINISTRATION GUIDELINES**

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the school nurse, the Principal, or the Principal's designee will assist the student in self-administering the medication in compliance with the following guidelines: <sup>1</sup>

1. The student must be competent to self-administer the medication with assistance;
2. The parent or guardian must give written permission for school staff to assist with self-administration of medication; and
3. A written physician's order and authorization signed by the parent will be required and will include:
  1. Child's name;
  2. Parent or guardian's name and phone number;
  3. Name of medication and reason for administration;
  4. Name of physician;
  5. Time medication is to be self-administered;
  6. Dosage and directions for self-administration (prescription medicines must be in the original container with prescribing information; and non-prescription medicines must be in the original container with label direction and student's name );
  7. Possible side effects, if known; and
  8. Termination date for self-administration of the medication.

**The physician's order and authorization must be delivered to the Principal's office in person by the student's parent/guardian prior to self-administration of student medicine.**

Students may not possess, store, or transport any medication unless the student is doing so in accordance with an established Individual Health Plan (IHP). The medication must be delivered to the Principal's office in person by the parent or guardian of the student unless the physician advises that the medication must be retained by the student for immediate self-administration to treat a life-threatening condition. (i.e. students with asthma). Alternative, holistic, or homeopathic medications will not be administered by any school personnel.

In the case of necessary self-administration, the nurse/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep physician's order and consent from parent in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent or guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the

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<sup>1</sup> T.C.A. §49-5-415

Department of Education are followed.

The parent or guardian is responsible for informing the ~~designated official~~ Principal or his/her designee of any change in the student's health or change in medication.

Provided that a parent provides written permission, school personnel who volunteer and who have been trained by a Registered Nurse may administer glucagon and epinephrine to any BCS student whose Individualized Healthcare Plan (IHP) provides for such medication.

~~A copy of this policy will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.~~

The school nurse shall be responsible for updating and maintaining each IHP, including required parent/guardian signatures authorizing administration of medication at school.

Bartlett City Schools shall adhere to the Guidelines for Use of Healthcare Professionals and Health Care Procedures in A School Setting when caring for the chronically ill student population.

A copy of this policy will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

## **STUDENTS WITH DIABETES**

Each student diagnosed with diabetes shall have an Individual Health Plan (IHP). Upon written request of a parent or guardian, and if included in the student's medical management plan and in the IHP, a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary as ordered by a physician and in keeping with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).<sup>2</sup>

### **Guidelines**

In addition to the requirements of each IHP for the care of students with diabetes, the District shall adhere to the following guidelines and training requirements:

1. ~~Acquire and maintain on file~~ Maintain on file physicians' orders and parent/guardian permission and instructions for any medication to be administered at school;
2. Complete and maintain volunteer personnel training as described below and in accordance with the Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting;
3. Assess competency and independent skill in blood glucose monitoring by the student and/or trained personnel. The school nurse will assess competency in adequate

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<sup>2</sup> T.C.A. §49-5-415(d)(7)

- knowledge and skill in all aspects of blood glucose monitoring;
4. Provide the most appropriate setting for glucose monitoring which may be, in many cases, the school health room/clinic. The location and method of monitoring glucose levels, including safe disposal of sharps/lancets, shall be determined by ~~as determined by~~ the school ~~P~~principal, school nurse, the student, the parent/guardian, and the student's physician or licensed health-care provider.
  5. Permit students with diabetes unrestricted access to necessary food, water, and bathroom facilities on schedule and as needed. When food is served at school events, provision shall be made for appropriate food to be available to students with diabetes.
  6. School meals shall not be withheld from any student for disciplinary reasons. Students with diabetes shall not miss meals due to inability to pay. Meal charges shall be billed and collected in accordance with Board policy.
  7. Parents and healthcare providers of students with diabetes will be provided with a description of their student's school schedule to facilitate the timing of monitoring, treatment, and food consumption.

### **ANTI-SEIZURE MEDICATIONS**

School personnel, who volunteer, under no duress or pressure and who have been properly trained by a ~~R~~registered ~~N~~nurse may administer anti-seizure medications, including glucagon, epinephrine, and diazepam gel, to a student in an emergency situation if such medication is provided for by the student's Individual Health Plan. ~~Training provided to volunteer school personnel shall be in accordance with the Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting and shall evaluate the competencies necessary to administer anti-seizure medications.~~ All volunteers trained to administer anti-seizure medications shall also be trained in cardiopulmonary resuscitation (CPR).

If a school nurse or licensed health care professional is immediately available, then such nurse or health care professional shall administer anti-seizure medications. When a school nurse or health care professional is not immediately available, a trained volunteer may administer anti-seizure medication.

Prior to administration of an anti-seizure medication to a student by a school nurse or volunteer school personnel in an emergency situation, the parent or guardian shall provide written authorization to administer the medication at school. The request shall include:

1. Written authorization to administer the medication at school;
2. A written statement from the student's health care practitioner containing the student's name, name and purpose of the medication, the prescribed dosage, the route of administration, the frequency that the medication may be administered, and the circumstances under which the medication may be administered; and
3. Prior to its date of expiration, the prescribed medication to the school in its unopened, sealed package, with the intact label affixed by the dispensing pharmacy.

The written authorization shall be kept on file in the office. Unless rescinded in writing, the authorization shall be effective for the entirety of the school year in which it is granted, but it must be renewed each school year.

The school nurse shall check monthly the expiration date for each anti-seizure medication in possession of the school. At least one (1) month prior to the expiration date of each medication, the school nurse or principal shall inform the parent or guardian of the expiration date.

A student's parent or guardian who has given the school written authorization to administer anti-seizure medication shall, in accordance with the student's IHP, notify the principal or school nurse if anti-seizure medication or prescription over-the-counter medicines are administered to the student at a time at which the student is not present at school. The student's IHP shall set forth with specificity the requirements of reporting administration of medication and for the dissemination of such information to volunteer school personnel trained to administer anti-seizure medication. The notification shall be given after administration of medication before or at the beginning of the next school day in which the student is in attendance.

At least one (1) full-time employee or volunteer at each school, who is not a school nurse, shall annually receive training in seizure safety and first aid to assist students and staff in the event of an emergency.<sup>3</sup>

### **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS**

The parent or legal guardian of a student diagnosed with pancreatic insufficiency or cystic fibrosis shall notify the District of the student's diagnosis. Once notified, an IHP shall be developed by a registered nurse in collaboration with the family, student, student's healthcare providers, and school personnel for the management of pancreatic insufficiency or cystic fibrosis while in school, participating in school-sponsored activities, and in transit to or from school or school-sponsored activities. The IHP shall be child-specific and shall address or include:

1. A written format for nursing assessment that includes health status, risks, concerns, and strengths;
2. Nursing diagnoses;
3. Interventions;
4. Delegation;
5. Training;
6. Expected outcomes; and
7. Goals to:
  - A. Meet the healthcare needs of a student with pancreatic insufficiency or cystic fibrosis; and
  - B. Protect the safety of all students from the misuse or abuse of medication.

With written authorization from the healthcare provider and parent, a student with pancreatic insufficiency or cystic fibrosis shall be allowed to carry and self-administer pancreatic enzymes.

### **STUDENTS WITH ADRENAL INSUFFICIENCY**

"Adrenal insufficiency" means a hormonal disorder that occurs when the adrenal glands do not produce enough adrenal hormones.

"Adrenal crisis" means a sudden, severe worsening of symptoms associated with adrenal insufficiency, such as severe pain in the lower back, abdomen or legs, vomiting, diarrhea, dehydration, low blood pressure, or loss of consciousness.

A BCS employee who has successfully completed educational training in the treatment of adrenal insufficiency may administer a student's medications that treat adrenal insufficiency. BCS employees that are not healthcare professionals may administer adrenal insufficiency

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<sup>3</sup> 2025 Public Acts, Chapter No. 165

medication to the student only if he/she is suffering an adrenal crisis in an emergency situation and a licensed healthcare professional is not immediately available. BCS employees that are not healthcare professionals shall not administer adrenal insufficiency medications unless they have received appropriate training to administer the medication.

The parent or legal guardian of a student diagnosed with adrenal insufficiency shall adhere to the General Medication Administration guidelines set forth above.

All healthcare professionals employed and/or contracted by BCS shall receive educational training in the treatment of adrenal insufficiency. Also, t~~The District shall annually offer training to employees who volunteer to be responsible for the administer administration of the medication for the treatment of adrenal insufficiency medications in emergency situations when a licensed healthcare professional is not immediately available. crisis, notify the District of the student's diagnosis and shall provide the school with medication prescribed by the student's licensed health care provider. Once notified, the District shall train necessary school personnel who will be responsible for administering medication for the treatment of adrenal crisis.~~ Such training shall be conducted under the supervision of a physician or nurse practitioner or by any other health-care professional licensed by Sstate law under the supervision of a physician or nurse practitioner. The training shall include, at a minimum, the following:

1. General information about adrenal insufficiency and the dangers associated with adrenal insufficiency;
2. Recognition of the symptoms of a person who is experiencing an adrenal crisis;
3. The types of medications that are available for treating adrenal insufficiency; and
4. Proper administration of medications that treat adrenal insufficiency.

~~The District shall annually offer training to employees who volunteer to be responsible for the administration of the medication for the treatment of adrenal crisis. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication to the student. When a school nurse or health care professional is not immediately available, properly trained school personnel may administer the prescribed medication in an emergency situation. School personnel that are not health care professionals shall not administer adrenal insufficiency medications unless they have received appropriate training.~~

The District shall maintain a record of all school personnel who have completed adrenal insufficiency training.

#### **ASTHMA INHALERS<sup>4</sup>**

Students with a diagnosis of asthma may possess and self-administer prescribed, metered dosages of an asthma-reliever inhaler provided that the student's parent/guardian:

1. Provides to the school Principal written authorization for the student to possess and self-administer the inhaler; and
2. Provides the school Principal with a written statement from the student's health care practitioner stating that the student suffers from asthma and has been instructed in self-administration of the prescribed, metered dosage asthma-reliever inhaler. The statement from the healthcare practitioner must also contain the following information:
  - a. The name and purpose of the medication;

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<sup>4</sup> T.C.A. §49-50-1602

- b. The prescribed dosage;
- c. The time or times the prescribed inhaler is to be regularly administered, as well as any additional special circumstances under which the inhaler is to be administered; and
- d. The length of time for which the inhaler is prescribed.

The written authorization from the parent/guardian and the physician's statement shall be kept in the office of the school Principal.

BCS employees and volunteers shall incur no liability as a result of any injury sustained by the student or any other person from possession or self-administration of the inhaler. The student's parent/guardian shall sign a statement acknowledging that the school shall incur no liability and the parent/guardian shall indemnify and hold harmless the school and its employees against any claims relating to the possession or self-administration of the inhaler.

The parental permission for self-administration of the prescribed, metered dosage asthma-reliever inhaler shall be effective for the school year in which it is initially granted and must be renewed each following school year.

The Principal may suspend or revoke the student's possession and self-administration if the student misuses the inhaler or makes the inhaler available for usage by any other person.

#### **ADMINISTRATION OF AN OPIOID ANTAGONIST FOR PERSONS SUSPECTED OF A DRUG OVERDOSE<sup>5</sup>**

Each BCS middle and high school shall maintain, on-site, an opioid antagonist for the management of students suspected of a drug overdose.

School personnel, including school nurses, who might administer an opioid antagonist must complete the Tennessee Department of Health training on opioid antagonist administration. The certificate of training completion must be kept in the employee's personnel file.

Each Principal/designee overseeing administration of the antagonist shall notify any student's parent/guardian of the administration of the opioid antagonist on a student.

All administration of an opioid antagonist shall be in compliance with State law and the procedures outlined in the Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting, produced by the Tennessee Department of Education and the Tennessee Department of Health.

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<sup>5</sup> T.C.A. §49-50-1604

## 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 two hundred (200) days and scheduled as follows<sup>1</sup>:

- A minimum of one hundred eighty (180) classroom instruction days, unless the Commissioner of Education waives the one hundred eighty (180) days due to natural disaster or serious outbreak of illness affecting or endangering students or staff;
- Ten (10) days paid vacation for all certified ~~edicated~~ personnel;
- A minimum of five (5) days in-service education for all certified ~~edicated~~ 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, summer sessions, in-service education, and other discretionary days assigned by the Board during the school year.<sup>2</sup> 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. Consideration should be given to coordinating holidays and fall/spring breaks with other school systems.

The minimum length of the school day for students shall be six and one-half (6 ½) hours total for all grades. However, teachers shall be on duty for at least seven (7) hours and as long as school administration requires.

~~Each day of in-service education included in the school calendar shall be equivalent to not less than six (6) hours of planned activities.<sup>3</sup> 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.<sup>4</sup> 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.<sup>5</sup> The Superintendent shall determine the need for emergency closures of schools.

In the event of dangerous or extreme weather conditions, or of serious outbreaks of illness affecting or endangering students or staff, five (5) of the one hundred eighty (180) days of classroom instruction

<sup>1</sup> T.C.A. §49-6-3004(a)

<sup>2</sup> TRR/MS 0520-1-3-.02

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

<sup>4</sup> T.C.A. §49-6-3004

<sup>5</sup> T.C.A. §49-6-3004(a)(6)

referenced above may be delivered by remote instruction and up to four (4) days of the one hundred eighty (180) days of classroom instruction may be delivered via hybrid learning.<sup>6</sup> “Hybrid learning” is defined as an instructional day in which some students participate in in-person classroom instruction and some students participate in remote classroom instruction. The Superintendent may require a class, school, or all schools to utilize remote and/or hybrid instruction on days that the school administers end-of-course assessments or post-secondary assessment exams; provided that the students who are administered the end-of-course assessments or post-secondary assessment exams take the assessments in person. If remote or hybrid instruction is required, students enrolled in Kindergarten shall have access to at least four (4) hours of instruction each day, and students enrolled in grades one (1) through twelve (12) shall have access to at least six and one-half (6 ½) hours of instruction each day. During remote or hybrid instructional days, students may be counted as present as long as the student exhibits proof of attendance by daily periodic visual, verbal, and/or written confirmation of participation. Students will be provided required methods of proof of attendance by their respective teachers.

During remote or hybrid instruction days, services required by a student’s individualized education program (“IEP”) shall be made available.

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<sup>6</sup> T.C.A. §49-6-3004

Descriptor Term:

~~Wireless Communication Devices<sup>1</sup>USE OF  
PERSONAL COMMUNICATION DEVICES AND  
ELECTRONIC DEVICES~~

Descriptor Code:  
**Student Services**

Issue Date:  
**06/23/2014**

Rescinds:

Revised:  
**07/27/2017**  
07/24/2025

~~1 Students may possess personal communication devices and personal electronic devices, including  
2 but not limited to cell phones, laptops, tablets, mp3 players, and cameras, on school property so long  
3 as such devices are turned off and stored in backpacks, purses, or personal carry-alls. However, a  
4 teacher may grant permission for the use of these devices to assist with instruction in his/her  
5 classroom, and teachers are encouraged to integrate the devices into course work. The Principal or  
6 his/her designee may also grant a student permission to use such a device at his/her discretion.~~

~~7 "Wireless Communication Device" means a portable wireless device that has the capability to  
8 provide voice, messaging, or other data communication between two (2) or more parties, including,  
9 but not limited to:~~

- ~~10 1. Cellular telephones;~~
- ~~11 2. Tablet computers;~~
- ~~12 3. Laptop computers, and;~~
- ~~13 4. Gaming devices.~~

~~14~~  
~~15 "Emergency" means an occurrence, or threat thereof, whether natural, technological, or manmade,~~  
~~16 that results, or may result in, a substantial risk health, life, property, or the environment. In the~~  
~~17 event of an emergency or possible emergency, BCS parents and guardians will receive prompt~~  
~~18 communication from the District's Central Office via its mass notification system used for school~~  
~~19 closures.~~

~~20 Except as provided in the limited circumstances below, BCS students may not use wireless~~  
~~21 communication devices during instructional time.~~

~~22 A student may use wireless communication devices during instructional time in the following~~  
~~23 circumstances:~~

- ~~24 1. As authorized by the student's teacher for educational purposes;~~
- ~~25 2. During an emergency;~~
- ~~26 3. To manage the student's health;~~
- ~~27 4. In conformance with the student's Individualized Education Plan, Section 504 Plan, or~~  
~~28 Individual Learning Plan; or~~
- ~~29 5. For the operation of assistive technology to increase, maintain, or improve the student's~~  
~~30 functional capabilities.~~

~~31 Upon reasonable suspicion, school and District administrators may search any cell phone on any~~  
~~32 BCS property including, but not limited to, parking areas and other campus areas designated for~~

<sup>1</sup> Public Acts of 2025, Chapter No. 103

1 school use. Unauthorized use or improper storage of a device may result in confiscation until such  
2 time as the device may be released to the student's parent or guardian. The District is not responsible  
3 for any loss or theft of any personal communication or electronic device while on school property.  
4 Furthermore, the District is not responsible for any confiscated items, and will not repair or replace  
5 any lost, stolen, or damaged confiscated items while in the custody of the District.

6 Any student in violation of this Policy is subject to disciplinary action in accordance with the BCS  
7 Student Code of Conduct.

8 This Policy shall be published on the BCS website.

9 ~~A student in violation of this policy is subject to disciplinary action.~~

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## POLICY 6027: Interrogations and Searches

### INTERROGATIONS BY SCHOOL PERSONNEL

Students may be questioned by teachers or a school or district administrator Principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student. Any student answering falsely or evasively or refusing to answer a question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the Student Code of Conduct, the school or district administrator Principal may interrogate the student without the presence of parent(s)/guardian(s).

### INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

If a school or district administrator the Principal has requested assistance by law enforcement to investigate a crime ~~involving his/her school~~, the police may interrogate a student suspect in school during school hours. The Principal school or district administrator shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise. However, the interrogation may proceed without attendance of the parent(s)/guardian(s), but the school or district administrator and the Principal or his/her designee shall be present during the interrogation. The use of police women or female staff members is desirable in the interrogation of female students.

### POLICE-INITIATED INTERROGATIONS

If the police deem circumstances are of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the school or district administrator Principal regarding the planned interrogation and inform him/her of the probable cause to investigate. The Principal school or district administrator shall make reasonable efforts to notify the parent(s)/guardian(s) of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s), but the school or district administrator Principal or his/her designee shall be present during the interrogation.

### SEARCHES BY SCHOOL PERSONNEL

In order to ensure a safe and secure learning environment, the Superintendent shall develop procedures regarding the searching of students, lockers, vehicles, and containers which are consistent with state law and regulations. The Superintendent shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.<sup>1</sup>

When circumstances dictate, BCS Principals may order that vehicles parked on school property by students or visitors, containers, packages, lockers, or other enclosures used for storage by students or visitors, and other areas accessible to students or visitors be searched in the Principal's presence or in the presence of other members of the Principal's staff.<sup>2</sup>

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<sup>1</sup> T.C.A. §§49-6-4201 – 4218

<sup>2</sup> T.C.A. §49-6-4204

A student may be subject to a physical search because of the results of a locker search, or because of information received from a teacher, staff member, student, or other person if the Principal determines that all of the following standards of reasonableness are met:

1. A particular student has violated school policy;
2. The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia, or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students;
4. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and
5. The search is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

Searches may be conducted only by a:

1. School Resource Officer who is action, for the purpose of the search, as a school official;
2. School Security Officer; or
3. School administrator who has completed the required training pursuant to T.C.A. §49-6-4212.<sup>3</sup>

If a student is under eighteen (18) years of age, then the Principal must notify the student's parent or legal guardian within a reasonable time of the search.

Any dangerous weapon or drug located in the course of a search shall be turned over to the appropriate law enforcement officer.

A school or district administrator may search cellphones and other electronic devices that are brought to school by student if a reasonable suspicion that a school policy and/or school district policy has been or will be violated. The search must be reasonably related to the objective of ascertaining whether a school policy and/or school district policy has been or will be violated.

To facilitate a search that is found to be necessary of students, visitors, containers, or packages, metal detectors and other devices designed to indicate the presence of dangerous weapons, drug paraphernalia, or drugs may be used in searches, including hand-held models that are passed over or around a student's or visitor's body, and students, visitors, containers, and packages may be required to pass through a stationary detector.

To facilitate a search that is found to be necessary, dogs or other animals trained to detect drugs or dangerous weapons by odor or otherwise may be used in conducting searches, but the animals shall be used only to indicate areas requiring a search and shall not be used to search the persons of students or visitors.

This Policy shall be posted on the BCS website and in Student Handbooks.

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<sup>3</sup> 2025 Public Acts, Chapter No. 244



<b>Bartlett City Board of Education</b>		<b>6038</b>
Descriptor Term: <b>DISCIPLINE PROCEDURES</b>	Descriptor Code: <b>Student Services</b>	Issue Date: <b>07/24/2014</b>
	Rescinds:	Revised: <b>07/23/2020</b> <b>08/25/2022</b>

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

7 **STUDENT CONDUCT – Student Code of Conduct**

8 **(Offenses and Penalties by Category)**

9 A student shall not engage in conduct which causes the disruption or interference with school  
10 operations while on school property, in school vehicles or buses, or at school-sponsored events,  
11 whether on or off campus. Employees are authorized to take reasonable measures to establish  
12 appropriate school behavior and have the authority to control the conduct of students while under  
13 the care and supervision of the District.<sup>2</sup>

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

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

24 **REMOVAL OF STUDENT<sup>3</sup>**

25 If a student repeatedly or substantially interferes with the learning environment, the teacher may  
26 submit a written request along with the required documentation to the Principal or his/her  
27 designee to remove the student from the teacher’s classroom. The student will be given notice of  
28 the rationale for the request as well as the opportunity to offer an explanation.

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<sup>1</sup> T.C.A. §49-6-4012 - 4015

<sup>2</sup> T.C.A. §49-6-2804

<sup>3</sup> T.C.A. §49-6-2804

1 The Principal or his/her designee will investigate the request and make a decision regarding the  
2 student's placement. The Principal will then notify the teacher as to his/her decision.

3 If a teacher abuses or overuses the student removal process, the Principal or his/her designee  
4 shall address the abuse or overuse with the teacher and may require the teacher to complete  
5 additional professional development to improve the teacher's classroom management skills.

#### 6 Appeal Process

7 If the teacher's request for removal is denied, s/he may file an appeal with the Superintendent or  
8 his/her designee. S/he will review the teacher's request for removal as well as the Principal or  
9 Principal designee's decision and make a determination as to the student's placement.

#### 10 Category A – State Zero Tolerance Offenses

- 11 1. Aggravated Assault resulting in serious bodily injury upon any teacher, principal,  
12 administrator, school resource officer, or any other school employee;
- 13 2. Unlawful possession, sale, or evidence of use of drugs/narcotics at school or at a school-  
14 sponsored activity;
- 15 3. Unauthorized possession of a firearm on school property or at a school sponsored activity;  
16 and  
17 3.4. A valid threat of mass violence on school property or at a school-related activity.

#### 18 Penalty for Category A Offenses

19 Expulsion/Suspension for 180

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

#### 22 Category B

- 23 1. Possession of a knife or any potentially lethal weapon, taser, or explosive on school  
24 property or at a school-sponsored activity;
- 25 2. Evidence of drinking or possession of alcoholic beverages in school or at a school  
26 sponsored activity;
- 27 3. Off-campus criminal behavior resulting in a felony charge, when the behavior poses a  
28 danger to persons or property or disrupts the educational process;
- 29 4. Gang activities-Activity that is threatening and/or intimidating, harassing in nature or  
30 recruiting; gang notebooks with gang pledges, codes and symbols that are used in  
31 communication such as threats and warnings and recruiting; gang related fights, and all  
32 types of violent acts; gang graffiti especially drawn on school property (bathrooms,  
33 lockers and hall walls); electronic devices such as cell phones with recognized gang text,  
34 with gang symbols, signs and language that is threatening and/or intimidating;
- 35 5. Use, possession, sale, distribution, and/or being under the influence of any edible, vape,  
36 or other product containing THC or THC like substance, including Delta 8 products.
- 37 6. Evidence of use or possession of drug paraphernalia, substances for huffing, any  
38 substance under guise of it being a controlled substance or prescription drug, and/or  
39 medical preparations without proper medical authorization.
- 40 7. Possession, use or distribution of counterfeit money on school property or at any school  
41 sponsored activity.
- 42 8. Assault upon any student, teacher, principal, administrator, school resource officer, or any

1 other school employee.  
2 9. Continuous and/or severe Category C Offenses

3 Penalty for Category B Offenses

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

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

7 Category C

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

26 Penalty for Category C Offenses

27 In-School Suspension, Out-of School Suspension, or applicable suspension from remote learning  
28 activities.

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

30 Category D

- 31 1. Open or continued defiant attitude or willful disobedience toward a member of school staff;
- 32 2. Vulgar, profane, immoral/disreputable or rude remarks or non-verbal action to staff  
33 member or fellow student;
- 34 3. Physical or verbal intimidation or threats to other students, including hazing;
- 35 4. Threatening bodily harm to another student, including transmitting by an electronic device  
36 any communication containing a credible threat to cause bodily injury or death to a student  
37 and the transmission of such threat creates actual disruptive activity at the school that  
38 requires administrative intervention;
- 39 5. Fighting in or on school property unless, in accordance with state law, the principal  
40 recommends no disciplinary action for a student who is deemed to have acted in self-  
41 defense or defense of another;
- 42 6. Possession of mace or disabling sprays;
- 43 7. Inappropriate use of electronic media, including, but not limited to, all calls (land line,

- 1 cellular or computer generated), instance messaging, text messaging, audio recording
- 2 devices, iPods, MP3s or any type of electronic music or entertainment device, and
- 3 cameras and camera phones;
- 4 8. Sexual, racial, ethnic, or religious harassment/discrimination;
- 5 9. Bullying, intimidation, and harassment
- 6 10. Refusal to produce an object identified by metal detectors;
- 7 11. Inciting, advising or counseling of others to engage in any acts in Categories A, B, or C
- 8 12. Continuous and/or severe Category E Offenses

9 Penalty for Category D Offenses

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

12 Category E

- 13 1. Habitual and/or excessive tardiness;
- 14 2. Class cutting;
- 15 3. Intentional disturbance of class, cafeteria or school activities;
- 16 4. Leaving school grounds without permission;
- 17 5. Being in an unauthorized area with permission;
- 18 6. Tampering with grades or report cards;
- 19 7. Possession of lighters or matches;
- 20 8. Unauthorized use of beepers, cellular phones or other electronic communication devices
- 21 during school hours.
- 22 9. Inciting, advising or counseling others to engage in any acts in Category D;
- 23 10. Dress code violation, including wearing, while on school grounds during the regular school
- 24 day or while participating in remote learning activities, clothing that exposes underwear or
- 25 body parts in an indecent manner that disrupts the learning environment.
- 26 11. Use of a wireless communication device during instructional time in violation of Policy
- 27 6023.
- 28 12. Accessing social media platforms, message boards, and/or instant messaging services
- 29 using BCS-provided internet in violation of Policy 1021.
- 30 ~~10-13.~~ Accessing wireless earbuds during instructional time in violation of Policy 1021 or
- 31 Policy 6023

32 Penalty for Category E Offenses

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

35 ADDITIONAL GUIDELINES

- 36 1. A student shall not be suspended solely because charges are pending against him/her in
- 37 juvenile or other court.
- 38 2. A principal shall not impose successive short term suspensions that cumulatively exceed
- 39 ten (10) days for the same offense.<sup>4</sup>
- 40 3. A teacher or other school official shall not reduce or authorize the reduction of a student's
- 41 grade because of discipline problems except in department or citizenship.
- 42 4. A student shall not be denied the passing of a course or grade promotion solely on the

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<sup>4</sup> T.C.A. §49-6-3007(h)

- 1 basis of absences except as provided by board policy.
- 2 5. A student shall not be denied the passing of a course or grade promotion solely on the
- 3 basis of failure to:
- 4 a. Pay any activity fee;
- 5 b. Pay a library or other school fine; or
- 6 c. Make restitution for lost or damaged school property.

<b>Name of Organization</b>	<b>School</b>
Altruria Elementary PTO	Altruria Elementary
Appling Middle Band	Appling Middle
Bartlett Elementary PTO	Bartlett Elementary
Bartlett High Cross Country Boys	Bartlett High
Bartlett High Band Boosters	Bartlett High
Bartlett High Boys Lacrosse	Bartlett High
Bartlett High Girls Lacrosse	Bartlett High
Bartlett High Boys Soccer	Bartlett High
Bartlett High Girls Soccer	Bartlett High
Bartlett High Home Run	Bartlett High
Bartlett High Softball Booster Club	Bartlett High
Bartlett High Theatre and Forensics	Bartlett High
Bartlett High Track and Field	Bartlett High
Bartlett High Touchdown Club	Bartlett High
Bartlett High Volleyball	Bartlett High
Bon Lin Elementary PTO	Bon Lin Elementary
Bon Lin Middle PTO	Bon Lin Middle
Ellendale PTO	Ellendale Elementary
Elmore Park Middle PTO	Elmore Park Middle
Elmore Park Middle Band Boosters	Elmore Park Middle
Oak Elementary PTO	Oak Elementary
Rivercrest PTO	Rivercrest Elementary