

BARTLETT CITY BOARD OF EDUCATION

Bartlett City Board of Education Special Called Meeting

Bartlett City Hall Council Chambers 6400 Stage Road Bartlett, TN 38134

PO Box 341148

Bartlett, TN 38134

March 13, 2014

7:00 PM

Invocation

Pledge of Allegiance

Roll Call

Announcement of Poll Results and Meeting Purpose

Public Comments

Board Action Items

New Board Business

Policy 6016 School Admissions

Policy 6017: Admission of Suspended or Expelled Students

Policy 6018: Student Assignments

Policy 6019: Transfers Within the System

Interlocal Agreement

Adjournment

POLICY 6016: School Admissions

General Requirement

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

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

First-Time Enrollment

Any student entering school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;¹
2. Evidence of a current medical examination.² There shall be a complete medical examination of every student entering school for the first time;
3. Evidence of state-required immunization³; and
4. Proof of residence.

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

In the absence of an epidemic or threat thereof, the District shall not require immunizations from any student whose parent, legal guardian, or custodian files with the school principal either (i) a signed Refusal Due to Personal Beliefs document or (ii) a written statement from a qualified physician excusing such student due to medical reasons.⁴ Such proof of exception shall be filed in the same manner as other immunization records and shall be affirmed under the penalties of perjury. A certificate containing documentation of other required health information must be provided in addition to any immunization exception.

Notice of Student Offenses

If a student has at any time been adjudicated delinquent for any offense listed in T.C.A. §49-6-3051(b), the parents/guardians and a school administrator of any school having previously received similar notice from the juvenile court or another source, shall provide to the school principal/designee, the abstract provided under T.C.A. §37-1-153 or T.C.A. §37-1-154 or other similar written information when any such student:

¹ T.C.A. §49-6-3008(b)

² TRR/MS 0520-1-3-.08(2)(a)

³ T.C.A. §49-6-5001(c)

⁴ T.C.A. §49-5-5001

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

This information shall be shared only with school employees who have responsibility for classroom instruction of the student and the school counselor, social worker, or psychologist who is developing a plan for the child while in the school, and the school resource officer. Such information is otherwise confidential and shall not be released to others, and the written notification shall not become a part of the student's record.⁵

Proof of Residency

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

General Proof of Residency

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

1. Most recent MLGW bill of the owner, renter, or lessee of the home in which the student will reside during the current school year;
2. Mortgage statement or deed of the owner of the home in which the student will reside during the current school year;
3. Lease of the lessee of the home in which the student will reside during the current school year;
4. Rental Agreement of the renter of the home in which the student will reside during the current school year;
5. Real Estate tax receipt;
6. Public assistance/government benefits check, card, or papers;

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

Shared Residency Requirements

Unless otherwise prohibited by law, in the event a student resides with his/her parent, legal guardian, or custodian in the home of someone else, the following proof of shared residency

⁵ T.C.A. §49-6-3051(d)

must be provided in order to enroll a student in Bartlett City Schools:

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

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

POLICY 6017: Admission of Suspended or Expelled Students

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

After a request for enrollment is made, the Superintendent shall investigate the facts surrounding the suspension or expulsion from the former school system and shall make a recommendation to the Board to approve or deny the request.

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

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

Any school system that accepts enrollment of a student from another school system may dismiss the student if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school system.¹

¹ T.C.A. §49-6-3401(f); 20 U.S.C. §1232(G)(b)(4)(h)

POLICY 6018: Student Assignments

Assignments to Schools

Students, including those in kindergarten, shall attend the school to which they are assigned.¹

Parents who are dissatisfied with the assignment of their student may, within ten (10) days after the assignment, make application to the Board for a hearing requesting a transfer to another school.²

Assignments to Classes

The principal shall be responsible for assigning all students to classes.

Students who enter the district from another school system are to be placed by the principal in the grade and/or level as indicated by records from the former school. If the student's placement is inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade level. Parents shall be kept advised of placement.

¹ T.C.A. §49-6-3102(d); T.C.A. §49-6-3103

² T.C.A. §49-6-3201

POLICY 6019: Transfers Within the System

During the spring transfer/open enrollment period, a parent, legal guardian, or custodian may request that his/her student attend a school within the system other than the one to which the student is zoned. The Superintendent or his/her designee shall review such requests and, if adequate space is available, grant such transfers unless a transfer would be adverse to the best interests of the student or the District. If granted, the student must provide his/her own transportation to and from the school.¹

Except within the first ten (10) days of a school year during which time student assignments may be appealed,² after a student has enrolled in one (1) school within the system, he/she shall not be permitted to transfer to another school unless there is a change in residence outside the school zone for which the student is enrolled. Any exception to this policy must be brought before the Superintendent for evaluation and decision.

Students whose families transfer their residence to another attendance zone within Bartlett City Schools after the first month of school may complete the school year at their former school. Students who present evidence that they will move during the school year and who desire to enroll in a new school in the new area may do so with prior written request for a change of school area. The Superintendent or his/her designee may grant other exceptions to this policy for good and sufficient reasons.

Principals shall allow credit for work transferred from other schools only when substantiated by official transcripts or successful completion of comprehensive written examinations approved, administered, and graded by the principal or his/her designee.³

¹ T.C.A. §49-2-128

² T.C.A. §49-6-3201

³ TRR/MS 0520-1-3-.03(11)(a-e)