

**BARTLETT CITY BOARD OF EDUCATION**

**Bartlett City Board of Education Work Session**

**City of Bartlett Council Chambers 6400 Stage Road, Bartlett  
PO Box 341148  
Bartlett, TN 38134**

**June 16, 2014**

**7:00 PM**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER & ROLL CALL**

**Official Business of the Day**

**APPROVAL OF AGENDA**

Approval of agenda with the amended order of items to place Item Q. Proposed 2014-2015 Bartlett City Board of Education Meeting Schedule, Item S. Superintendent Bonus Structure - PLACEHOLDER and Item T. Interlocal Agreements - PLACEHOLDER under C. passed with a motion by Mr. Jeff Norris and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

**REPORTS**

**Chairman's Report**

**Superintendent's Report**

**Legal Report**

**STAFF ACTION ITEMS**

**Bartlett City Schools Differentiated Pay Plan 2014-2015**

**Special Revenue Budget 2014-2015 Title 1, Nutrition, IDEA**

**FY 2015 Elementary and Secondary Education Act (ESEA) Programs Summary**

**Voluntary Pre-K Program Assurances 2014-2015**

**BOARD ACTION ITEMS**

**General Counsel Contract**

General Counsel Contract moved to the Consent Agenda passed with a motion by Mr. David Cook and a second by Bryan Woodruff.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

### **Affiliation Agreements - Lakeside**

Affiliation Agreements - Lakeland moved to the Consent Agenda passed with a motion by Bryan Woodruff and a second by Mr. Jeff Norris.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

### **Contracts: Apple**

Contracts: Apple moved to the Consent Agenda passed with a motion by Mr. Jeff Norris and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

### **Policy 4001: Educational Accreditation Agencies**

Policy 4001: Educational Accreditation Agencies moved to Consent Agenda passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

### **Policy 4002: Tutoring**

Policy 4002: Tutoring moved to Consent Agenda passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

### **Policy 4003: Basic Instructional Program**

Policy 4003: Basic Instructional Program moved to Consent Agenda passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

### **Policy 4004: Parental and Family Involvement**

Policy 4004: Parental and Family Involvement moved to Consent Agenda passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

### **Policy 4005: Instructional Media Centers (School Libraries)**

Policy 4005: Instructional Media Centers (School Libraries) moved to Consent Agenda passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

**Policy 4006: Library Materials Selection and Adoption**

Policy 4006: Library Materials Selection and Adoption moved to Consent Agenda passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

**Policy 4007: Student Teaching and Internships**

Policy 4007: Student Teaching and Internships moved to Consent Agenda passed with a motion by Bryan Woodruff and a second by Mrs. Shirley Jackson.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

**Policy 4008: Educational Research and Service Centers**

Policy 4008: Educational Research and Service Centers moved to Consent Agenda passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

**Policy 4009: Promotion and Retention**

Policy 4009: Promotion and Retention moved to Consent Agenda passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

**Policy 4010: Awarding of Credits**

Policy 4010: Awarding of Credits moved to Consent Agenda passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

**Policy 4011: Credit for Prior Courses**

Policy 4011: Credit for Prior Courses moved to Consent Agenda passed with a motion by Bryan Woodruff and a second by Mr. Jeff Norris.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

**Policy 4012: Course Recovery**

Policy 4012: Course Recovery moved to Consent Agenda passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

**Policy 4013: Alternative Credit for Physical Education**

Policy 4013: Alternative Credit for Physical Education moved to Consent Agenda passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

### **Proposed 2014-2015 Bartlett City Board of Education Meeting Schedule**

Proposed 2014-2015 Bartlett City Board of Education Meeting Schedule moved to Consent Agenda passed with a motion by Mr. Jeff Norris and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

### **Policies PLACEHOLDER**

Policies moved to Consent Agenda except #4024 passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

### **Superintendent Bonus Structure - PLACEHOLDER**

### **Interlocal Agreements PLACEHOLDER**

Interlocal Agreements PLACEHOLDER moved to Consent Agenda passed with a motion by Mr. Jeff Norris and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Jeff Norris: Aye, Bryan Woodruff: Aye

### **ADJOURNMENT**

**Bartlett City Schools**

**I. Description of Differentiated Elements (Required Section)**

Directions: For each element of the district’s differentiated pay plan, use the table below to provide a description of how the district will differentiate pay. The plan must include **at least one** of the elements listed below in the left-hand column, in addition to education and experience.

Many plans may include a combination of several elements; therefore, please add rows or repeat differentiated elements as needed. For example, the plan may include two different types of additional instructional roles. Also, please feel free to delete from the table or leave blank any differentiated elements that will not be used in your plan.

[Appendix B](#) of this document contains an example of each type of differentiated element. Please review that example prior to completing the table below.

Differentiated Element	Description	Compensation Type and Size	Reach	Estimated Cost	Estimated Salary Expenditures
	<p><i>Describe how the district will differentiate for this element.</i></p> <p><i>Include the criteria for receiving the award.</i></p>	<p><i>Will the compensation be given as a bonus or a base pay increase?</i></p> <p><i>How much will qualifying teachers receive?</i></p>	<p><i>Eligibility: How many teachers are eligible for this type of compensation?</i></p> <p><i>Forecasted participation: How many teachers do you estimate will receive the award?</i></p>	<p><i>How much does the district estimate it will pay out for this differentiated pay element?</i></p>	<p><i>What percentage of salary expenditures (excluding benefit costs) does this element cover?</i></p>
Additional Instructional Roles or Responsibilities	<p><i>The district will foster and enhance professional development by placing a <u>Master Teacher</u> at each site. The goal of the master teacher is to provide a significant support system encompassing teacher evaluations, curriculum, professional</i></p>	<p><i>Compensation will be awarded as a bonus in addition to where the teacher is situated on the teacher salary schedule for the district.</i></p> <p><i>Teachers who are selected and fulfill the required</i></p>	<p><i>Approximately 67% of our teaching staff holds a Masters Degree or above. Of this 67%, any level 4 or 5 teacher would be eligible to apply for the Master Teacher position. Applicants will be screened based on the</i></p>	<p><i>The estimated cost of these awards is \$44,000.</i></p>	<p><i>This will comprise less than 1% of district salary expenditures.</i></p>

	<p><i>development, and mentorship, all of which leads to increased teacher growth and student achievement. Selection will be based on meeting the stated minimum qualifications and capacity to follow the stated Master Teacher Role Requirements as stated in the job posting/description (attached). Those selected will be required to sign the Master Teacher Assurances Page and the Master Teacher Stipend Disbursement Guidelines (attached).</i></p>	<p><i>components of the role will receive a \$4,000 bonus.</i></p>	<p><i>stated criteria in the job posting/description.</i></p> <p><i>Eleven (11) teachers will be selected for the position</i></p>		
<p><b>Additional Instructional Roles or Responsibilities</b></p>	<p><i>The district will enhance teacher and student outcomes by identifying at least one <u>Learning Coach</u> at each site. The goal of the learning coach is to improve teaching performance, teacher effectiveness and student outcomes school wide by providing leadership and teacher support.</i></p> <p><i>Selection will be based on meeting the stated minimum qualifications and capacity to follow the stated Learning Coach Role Requirements as stated in the job</i></p>	<p><i>Compensation will be awarded as a bonus in addition to where the teacher is situated on the teacher salary schedule for the district.</i></p> <p><i>Teachers who are selected and fulfill the required components of the role will receive a \$3,000 bonus.</i></p>	<p><i>100% of our teaching staff holds a valid Tennessee teaching license. Any level 4 or 5 teacher would be eligible to apply for the Learning Coach position. Applicants will be screened based on the stated criteria in the job posting/description.</i></p> <p><i>Eleven (11) teachers will be selected for the position</i></p>	<p><i>The estimated cost of these awards is \$33,000.</i></p>	<p><i>This will comprise less than 1% of district salary expenditures.</i></p>

	<i>posting/description (attached). Those selected will be required to sign the Learning Coach Assurances Page and the Learning Coach Stipend Disbursement Guidelines (attached).</i>				

## II. Salary Schedule (Required Section)

1. Please include below or attach a copy of the district's proposed 2014-15 salary schedule.  
***(Please see attached teacher salary schedules)***
2. Describe how you will allocate any future state funding increases (i.e., FY13 1.5% increase in the BEP instructional component). Will increases be: 1) applied across-the-board, 2) allocated towards differentiated pay, or 3) a combination of both?  
***As a new district, Bartlett City Schools is trying to plan for the known as well the unknown. We believe that any increase in the BEP instructional component will be utilized across the board as well as for differentiated pay (combination of both). This plan has the potential to incentivize all employees while compensating additional employees for additional service and based on performance level. Obviously, we are ultra conservative with our funds for this first year as a new district but hope to be in a better position next year to look more creatively at differentiated pay while being fiscally responsible to our other budget needs.***

## III. Eligibility and Stakeholder Engagement (Optional Section)

While this section is optional, the information provided will help the department to be able to provide continued support and assistance to districts in implementing their differentiated pay plans.

1. Provide a list of eligibility rules (i.e., attendance requirements, retirement or transfer policies, etc.) for the differentiated pay plan elements or additional roles/responsibilities outlined in the plan.
2. Include a description of how the district engaged teachers or other stakeholders in the development of the differentiated pay plan.
3. Does the district plan to expand or grow its differentiated pay plan in future years? If so, what types of changes or expansions are you considering to your differentiated pay plan or salary schedule?

#### **IV. Alternative Salary Schedule (Optional Section)**

An alternative salary schedule uses some other component, often performance criteria, in addition to or in place of education and experience to determine base pay and is subject to State Board of Education (SBE) approval. If you are unsure whether your plan qualifies as an alternative salary schedule or for additional resources for developing such a plan, contact Laura Encalade at [Laura.Encalade@tn.gov](mailto:Laura.Encalade@tn.gov) for more information. Please review the [specific submission timeline](#) for alternative salary schedules on page 2.

Those districts proposing an alternative salary schedule as part of their differentiated pay plan, must complete this addendum to provide the department with the additional information needed to present the salary schedule to the SBE on behalf of the LEA. Those districts which already have SBE approved alternative salary schedules need only to submit a current copy of that plan.

##### **a. Salary Schedule**

Include both the proposed salary schedule and a description of the following:

- How will base pay changes be determined?
- Will existing employees have an opt-out provision for the alternative salary schedule? If so, when will all employees transition to the alternative salary schedule?
- How will the following groups be placed on the alternative salary schedule?:
  - Existing district employees
  - Educators new to teaching with zero years of experience
  - Educators new to the district but with prior experience

##### **b. Eligibility Criteria**

If not already included in Section IV on the previous page, describe below or include in an attachment a copy of any eligibility rules for the alternative salary schedule.

##### **c. Feasibility Analysis**

Attach evidence using 2012-13 data (at a minimum) that the alternative salary schedule is financially feasible. Please reach out to [Laura.Encalade@tn.gov](mailto:Laura.Encalade@tn.gov) for additional information or support in meeting this requirement.

##### **d. Stakeholder Engagement**

Include a description of how the district engaged teachers or other stakeholders in the development of the differentiated pay plan.

## Bartlett City Schools

### FY 2015 IDEA Programs Summary

#### Preliminary Allocations:

##### IDEA, Part B

\$1,822,158

##### IDEA, Preschool

\$23,954

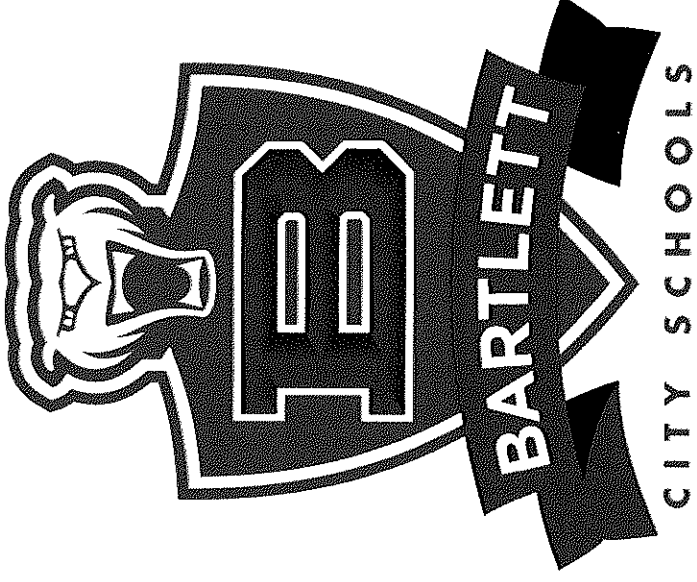
##### IDEA, Part B

In order to provide services to students with exceptional needs in Bartlett City Schools, the Department of Exceptional Children has drafted the following plan. Bartlett City Schools will maintain compliance on each Individualized Education Plans for the 1,300 children in our eleven public schools and service plans for three private schools during 2014-2015 school year. Services vary from consult, co-teaching, resource, functional skills, adaptive functional skills, related services to include speech-language, nursing, occupational, and physical therapy, and behavioral support. In addition to maintaining compliance and providing services to our students, additional money will be utilized for Reading and Math instructional materials, purchase of EASY IEP (computer system utilized to develop each student's IEP), purchase of evaluation materials and protocols for our psychologists and other school service providers, and assistive technology. We are supporting the schools with a Special Education Specialist and an additional school psychologist with IDEA funds.

##### IDEA, Preschool

Bartlett City School will provide preschool services to students with exceptional needs at five elementary schools (Altruria, Bartlett, Bon Lin, Oak, and Rivercrest). Behind providing services and maintaining compliance for students 3-5 years old, IDEA funds have been set aside for instructional materials, special education equipment, and professional development.

Bartlett City Schools



2014-2015

Proposed Special Revenue Fund Budget

Bartlett City Board Of Education

Jeff Norris, Chairman

Bryan Woodruff, Vice-Chairman

Erin Berry

David Cook

Shirley Jackson

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# BARTLETT CITY SCHOOLS

## School Nutrition

School Nutrition Revenue	ACCT	Description	2014-2015 BUDGET
	143-43521	Lunch Payments - Children	710,619
	143-43522	Lunch Payments - Adults	103,518
	143-43523	Income from Breakfast	288,426
	143-43525	Ala Carte Sales	626,044
	143-47111	USDA School Lunch Program	1,412,631
	143-47113	USDA Breakfast	438,971
	143-46520	State Matching	14,242
<b>Total School Nutrition Revenue</b>			<b>3,594,451</b>

**BARTLETT CITY SCHOOLS**  
School Nutrition

School Nutrition Expenditures		2014-2015	2014-2015
<u>ACCT</u>	<u>Description</u>	<u>PERS</u>	<u>BUDGET</u>
SN16501	Cafeteria Managers	11	370,436
SN16502	School Nutrition Technicians	54	814,380
SN20100	Social Security		73,459
SN20400	State Retirement		68,954
SN20600	Life insurance		2,556
SN20700	Medical insurance		217,800
SN21200	Medicare		17,180
SN33600	Maintenance & Repair Equipment		241,713
SN35400	Transportation- Food		1,000
SN39900	Other Contracted Services		38,331
SN42200	Food Supplies		1,406,401
SN43500	Office Supplies		1,000
SN49900	Other Supplies and Materials		117,683
SN59900	Other Charges		7,826
SN71000	Food Service Equipment		215,732
<b>Total School Nutrition Expenditures</b>			<b>3,594,451</b>

Informational Note:  
Includes cost of materials, supplies, and services used in the School Nutrition Program.

**BARTLETT CITY SCHOOLS**  
Federal and State Funds

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<b>Federal Funded</b>		2014-2015
<u>ACCT</u>	<u>Description</u>	<u>BUDGET</u>
142-47143	IDEA-B	1,821,494
142-47145	IDEA Preschool	23,954
142-47141	Title	2,391,417
	<b>Total Revenue</b>	<b>4,236,865</b>

<b>State Funded</b>		2014-2015
<u>ACCT</u>	<u>Description</u>	<u>BUDGET</u>
142-46590	Pre-K	175,100
	<b>Total Revenue</b>	<b>175,100</b>

**BARTLETT CITY SCHOOLS**  
**IDEA-B Instruction**

<b>IDEA-B Instruction Expenditures</b>		2014-2015	2014-2015
<u>ACCT</u>	<u>Description</u>	<u>PERS</u>	<u>BUDGET</u>
116	Teachers	4	220,000
163	Educ Assistants	23	575,000
171	Speech Pathologists	2	128,000
189	Other Salaries	1	123,384
201	Social Security		61,132
204	State Retirement		90,185
206	Life insurance		3,388
207	Medical insurance		198,000
212	Medicare		14,297
429	Instructional Supplies & Materials		13,000
725	Special Ed Equipment		20,000
590	Indirect Costs		28,927
<b>Total IDEA-B Instruction Expenditures</b>			<b>1,475,313</b>

**Informational Note:**  
 IDEA-B funds provide for support of children eligible for special education between the ages of 3 and 21. Includes cost of salaries, benefits, materials, supplies, and services used in the IDEA program.

**BARTLETT CITY SCHOOLS**  
**IDEA-B Support Services**

<b>IDEA-B Support Services</b>		2014-2015	2014-2015
Expenditures		<u>PERS</u>	<u>BUDGET</u>
<u>ACCT</u>	<u>Description</u>		
105	Supervisor/ Director	1	75,000
124	Psychological Personnel	1	76,102
189	Other Salaries	2	82,000
201	Social Security		14,452
204	State Retirement		21,260
206	Life insurance		801
207	Medical insurance		26,400
212	Medicare		3,379
399	Other Contracted Services		10,000
499	Other Supplies/Materials		30,000
590	Indirect Costs		6,787
<b>Total IDEA-B Support Services Expenditures</b>			<b>346,181</b>
<b>Total IDEA-B Expenditures</b>			<b>1,821,494</b>

**Informational Note:**  
 IDEA-B funds provide for support of children eligible for special education between the ages of 3 and 21. Includes cost of salaries, benefits, materials, supplies, and services used in the IDEA program.

**BARTLETT CITY SCHOOLS**  
**IDEA-B Preschool**

<b>IDEA-B Preschool Expenditures</b>		2014-2015	2014-2015
<u>ACCT</u>	<u>Description</u>	<u>PERS</u>	<u>BUDGET</u>
429	Instructional Supplies & Materials		13,000
725	Special Ed Equipment		9,164
524	Inservice		1,500
590	Indirect Costs		290
<b>Total IDEA-B Preschool Expenditures</b>			<b>23,954</b>

Informational Note:  
 IDEA-B Preschool is for support of preschool children under the IDEA program. Includes cost of salaries, benefits, materials, supplies, and services used in the IDEA Preschool program.

**BARTLETT CITY SCHOOLS**  
Title I-A (with N)

Title I-A Expenditures		2014-2015	2014-2015
ACCT	Description	PERS	BUDGET
105	Supervisor	1	92,500
116	Teachers	9.2	487,000
138	Instructional Computer Personnel	1	73,000
189	Other Salaries	4	386,000
195	Substitute Teachers		4,500
201	Social Security		65,627
204	State Retirement		68,930
206	Life insurance		2,568
207	Medical insurance		90,200
212	Medicare		15,348
311	Contracts other Systems		10,000
355	Mileage		1,500
399	Other Contracted Services		73,890
429	Instructional Supplies & Materials		148,232
524	Inservice/ Staff Development		35,000
599	Other Charges- parenting required set aside		20,000
722	Equipment		113,650
	Indirect Costs		31,373
	<b>Total Title I-A Expenditures</b>		<b>1,719,318</b>

**Informational Note:**  
Title I, Part A of the Elementary and Secondary Education Act (ESEA) provides financial assistance to schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.

# BARTLETT CITY SCHOOLS

## Title I Part D

Title I Part D Expenditures	<u>ACCT</u>	<u>Description</u>	2014-2015 <u>PERS</u>	2014-2015 <u>BUDGET</u>
	189	Other Salaries		20,000
	201	Social Security		1,240
	212	Medicare		363
	399	Other Contracted Services		1,000
	429	Instructional Supplies & Materials		3,000
	524	Inservice/ Staff Development		2,000
	722	Equipment		1,800
		Indirect Costs		550
		<b>Total Title I Part D Expenditures</b>		<b>29,952</b>

Informational Note:

# BARTLETT CITY SCHOOLS

## Title II-A

Title II-A Expenditures	<u>ACCT</u>	<u>Description</u>	2014-2015 <u>PERS</u>	2014-2015 <u>BUDGET</u>
	116	Teachers	1	61,000
	162	Clerical Personnel	1	42,000
	189	Other Salaries (stipends for Master Teachers and Learning Coaches )	1	141,500
	201	Social Security		15,159
	204	State Retirement		22,103
	206	Life Insurance		823
	207	Medical Insurance		24,600
	212	Medicare		3,545
	355	Mileage		1,000
	399	Other Contracted Services		18,000
	429	Instructional Supplies & Materials		825
	524	Inservice/ Staff Development		9,000
	722	Equipment		7,275
		Indirect Costs		6,791
		<b>Total Title II-A Expenditures</b>		<b>353,622</b>

**Informational Note:**  
 Title II-A funds are used to recruit, train, prepare, and retain high quality teachers and to provide professional development. Includes cost of salaries, benefits, materials, supplies, and services used in the Title II-A program.

# BARTLETT CITY SCHOOLS

## Title III

Title III Expenditures	<u>ACCT</u>	<u>Description</u>	2014-2015 <u>PERS</u>	2014-2015 <u>BUDGET</u>
	429	Instructional Supplies & Materials		17,184
	524	Inservice/ Staff Development		5,881
		Indirect Costs		460
<b>Total Title III Expenditures</b>				<b>23,525</b>

Informational Note:  
 Title III funds support instructional services for English Language Learners.

**BARTLETT CITY SCHOOLS**  
**Title I- Consolidated Administration**

<b>Title Consolidated Administration Expenditures</b>		<b>2014-2015</b>	<b>2014-2015</b>
<u>ACCT</u>	<u>Description</u>	<u>PERS</u>	<u>BUDGET</u>
105	Supervisor	1	92,500
189	Other Salaries (1 Technology Support, .5 Accountant)	1.5	89,000
201	Social Security		11,253
204	State Retirement		16,408
206	Life Insurance		611
207	Medical Insurance		20,500
212	Medicare		2,632
355	Mileage		2,500
429	Instructional Supplies & Materials		800
524	Inservice/ Staff Development		14,780
722	Equipment		9,000
	Indirect Costs		5,016
	<b>Total Title Consolidated Administration Expenditures</b>		<b>265,000</b>
	<b>Total Title Expenditures</b>		<b>2,391,417</b>
	<b>Total Federal Funded Expenditures</b>		<b>4,236,865</b>

**Informational Note:**  
 Consolidated Administration reflects employees who spend 100% of their time administering the federally funded Title I-A, Title II-A, and Title III grants. Funded 13% by Title I-A, 1% by Title II-A; and 0% by Title III.

**BARTLETT CITY SCHOOLS**  
**Voluntary Pre-K Grant**

<b>Voluntary Pre-K Grant Expenditures</b>		<b>2014-2015</b>	<b>2014-2015</b>
<u>ACCT</u>	<u>Description</u>	<u>PERS</u>	<u>BUDGET</u>
116	Teachers	2	120,000
189	Other Salaries	0	8,000
201	Social Security		7,440
204	State Retirement		10,848
206	Life insurance		404
207	Medical insurance		16,400
212	Medicare		1,740
336	Maintenance & Repair Services- Equipment		1,000
355	Travel		2,000
399	Other Contracted Services		2,000
422	Food Supplies		500
429	Instructional Supplies & Materials		2,000
524	Inservice-Staff Development		1,000
599	Other Charges		1,768
	<b>Total Voluntary Pre-K Grant</b>		<b>175,100</b>
	<b>Total State Funded Expenditures</b>		<b>175,100</b>

Informational Note:

**BARTLETT CITY SCHOOLS**  
**Title I-A (with N) Expenditures**

ACCT	Description	2014-2015		2014-2015
		PERS	BUDGET	BUDGET
105	Supervisor	1	92,500	92,500
116	Teachers	9.2	487,000	487,000
138	Instructional Computer Personnel	1	73,000	73,000
189	Other Salaries	4	386,000	386,000
195	Substitute Teachers		4,500	4,500
201	Social Security		65,627	65,627
204	State Retirement		68,930	68,930
206	Life Insurance		2,568	2,568
207	Medical Insurance		90,200	90,200
212	Medicare		15,348	15,348
311	Contracts other Systems		10,000	10,000
355	Mileage		1,500	1,500
399	Other Contracted Services		73,890	73,890
429	Instructional Supplies & Materials		148,232	148,232
524	Inservice/ Staff Development		35,000	35,000
599	Other Charges- parenting required set aside		20,000	20,000
722	Equipment		113,650	113,650
	Indirect Costs		31,373	31,373
	<b>Total Title I-A</b>		<b>1,719,318</b>	<b>1,719,318</b>

Informational Note:  
 Title I, Part A of the Elementary and Secondary Education Act (ESEA) provides financial assistance to schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.

**BARTLETT CITY SCHOOLS**  
**Title I- Consolidated Administration**

<b>Title Consolidated Administration</b>		2014-2015	2014-2015
<u>ACCT</u>	<u>Description</u>	<u>PERS</u>	<u>BUDGET</u>
105	Supervisor	1	92,500
189	Other Salaries (1 Technology Support, 5 Accountant)	1.5	89,000
201	Social Security		11,253
204	State Retirement		16,408
206	Life insurance		611
207	Medical insurance		20,500
212	Medicare		2,632
355	Mileage		2,500
429	Instructional Supplies & Materials		800
524	Inservice/ Staff Development		14,780
722	Equipment		9,000
	Indirect Costs		5,016
	<b>Total Title Consolidated Administration</b>		<b>265,000</b>

Informational Note:  
 Consolidated Administration reflects employees who spend 100% of their time administering the federally funded Title I-A, Title II-A, and Title III grants. Funded 13% by Title I-A, 1% by Title II-A, and 0% by Title III.

**BARTLETT CITY SCHOOLS**  
Title I Part D

<u>ACCT</u>	<u>Description</u>	2014-2015 <u>PERS</u>	2014-2015 <u>BUDGET</u>
189	Other Salaries		20,000
201	Social Security		1,240
212	Medicare		363
399	Other Contracted Services		1,000
429	Instructional Supplies & Materials		3,000
524	Inservice/ Staff Development		2,000
722	Equipment		1,800
	Indirect Costs		550
	<b>Total Title I Part D</b>		<b>29,952</b>

Informational Note:  
Title I, Part D

**BARTLETT CITY SCHOOLS**  
Title II-A Expenditures

Title II-A ACCT	Description	2014-2015		2014-2015
		PERS	BUDGET	BUDGET
116	Teachers	1	61,000	
162	Clerical Personnel	1	42,000	
189	Other Salaries (1 RTI Coach, Master Teacher and Learning Coach Stipends- 11 schools)	1	141,500	
201	Social Security		15,159	
204	State Retirement		22,103	
206	Life insurance		823	
207	Medical insurance		24,600	
212	Medicare		3,545	
355	Mileage		1,000	
399	Other Contracted Services		18,000	
429	Instructional Supplies & Materials		825	
524	Inservice/ Staff Development		9,000	
722	Equipment		7,275	
	Indirect Costs		6,791	
	<b>Total Title II-A</b>		<b>353,622</b>	

Informational Note:  
Title II, Part A

**BARTLETT CITY SCHOOLS**  
**Title III Expenditures**

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<b>Title III</b>	<u>Description</u>	2014-2015	2014-2015
<u>ACCT</u>		<u>PERS</u>	<u>BUDGET</u>
429	Instructional Supplies & Materials		17,184
524	Inservice/ Staff Development		5,881
	Indirect Costs		460
	<b>Total Title III</b>		<b>23,525</b>

Informational Note:  
 Title III,

**Bartlett City Schools**  
**FY 2015 Elementary and Secondary Education Act (ESEA) Programs Summary**

**Final Allocations:**

<b><u>Title I A (Includes Neglected)</u></b>	<b><u>Title ID</u></b>	<b><u>Title IIA</u></b>	<b><u>Title III</u></b>
\$1,980,318	\$30,952	\$356,622	\$23,523

**Title IA, Title IN, & Title ID**-In order to increase student academic achievement, the Bartlett City Schools Title I program for school year 2014-2015 will provide instructional services to approximately 3,622 students attending 4 BCS Title IA schoolwide schools (Altruria Elementary, Bartlett Elementary, Elmore Park Middle, & Rivercrest Elementary), 3 facilities for neglected children (Baptist Children’s Home, Lakeside Behavioral, Youth Villages), and 1 facility for delinquent children (Varangon Academy). These services will supplement instructional services provided by state and local funds.

Title I funds will be utilized for PLC coaches, teachers (TCAP Coaches & Response to Intervention), technology coaches, technology support, N & D Supervisor, and ESEA & Accountability Supervisor; extended learning including before/after school and Saturday tutoring; parent training; instructional supplies/materials; equipment (technology); and professional development.

**Title IIA**-Professional development activities for core academic subjects that are high quality, sustained, intensive, and classroom focused. This will be provided for instructional staff in all BCS schools and the participating non-public school (St. Ann Bartlett).

Title IIA funds will be utilized for the position of Professional Development/Evaluation Supervisor, Response to Intervention Coach, professional development materials/supplies, and teacher and principal mentoring. These items support school administrative initiatives and goals by providing professional development to teachers through Master Teachers and Learning Coaches.

**Title IIIA**- Supplemental scientifically based language instruction to increase English proficiency and student academic achievement in support of English as a Second Language (ESL) services to English Learners will be provided to eligible BCS students. Funds will be utilized for instructional materials/supplies, equipment, parent outreach, and professional development.

**Summary presented by:**

**James Aldinger**  
**Director of Human Resources, Federal Projects, and Accountability**  
**Bartlett City Schools**  
**5650 Woodlawn Street**  
**Bartlett, TN 38134**  
901-202-0855  
James.Aldinger@bartlettschools.org

## Bartlett City Schools

### FY 2015 Voluntary Pre-K Program Assurances

#### Preliminary Allocations:

<u>TN Voluntary Pre-K Grant</u>	<u>Total Local Match (GF)</u>	<u>Total State Share Grant</u>	<u>Total State and Local</u>
	\$56,417	\$178,563	\$234,980

TN Voluntary Pre-K Grant – In order to increase student academic achievement, the Bartlett City Schools TN Voluntary Pre-K program for the school year 2014-2015 will provide instructional services to approximately 40 students attending 2 BCS Voluntary Pre-K Programs. The two facilities are for four-year-old students who qualify based on economic or educational disadvantaged factors. These services will supplement instructional services provided by state and local funds. The schools that will receive grant funded services will be Oak and Rivercrest Elementary schools.

TN Voluntary Pre-K Grant funds will be utilized for 2 Pre-K Teachers (paid by grant), 2 Pre-K Teacher Assistants (paid with general fund/local match); parent training; instructional supplies/materials; equipment; and professional development. Each site will house 20 students who qualify based on income or other educationally disadvantaged factors such as language.

TN Voluntary Pre-K – Professional development activities will be classroom focused recognizing the importance of a highly trained staff by requiring a licensed teacher with a pre-k certification and recommending a teacher assistant with early childhood experience and either a Certified Development Associate (CDA), or working towards a CDA certification. Pre-K classes promote a high quality academic environment, which fosters the love and joy of learning and promotes success in kindergarten and throughout the child's life.

The Tennessee Voluntary Pre-K (TN VPK) program is recognized as a national leader in pre-k quality, achieving 9 out of 10 quality standard benchmarks of the *National Institute for Early Education Research* (NIEER), only 4 states achieved 10 quality standard benchmarks in 2012.

Summary presented by:

Kristy Ford  
Pre-K – 5 Instructional Supervisor



## Voluntary Pre-K Program Assurances 2014-15

LEA Name:

Bartlett City Schools

Director of Schools:

David Stephens

Email

dstephens@bartlettschools.org

Pre-K Coordinator:

Kristy Ford

Email

kford@bartlettschools.org

Number of Classrooms Awarded:

2

### GENERAL ASSURANCES

Assurance is hereby provided that:

1. This program will be administered in accordance with all applicable statutes, regulations, program plans and applications.
  - a. The laws of the State of Tennessee;
  - b. Title VI of the federal Civil Rights Act of 1964;
  - c. The Equal Employment Opportunity Act and the regulations issued there under by the federal government;
  - d. The Americans with Disabilities Act of 1990 and the regulations issued there under by the federal government;
  - e. Health Insurance Portability and Accountability Act of 1996 (HIPAA);
  - f. The condition that the submitted proposal was independently arrived at, without collusion, under penalty of perjury; and,
  - g. The condition that no amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Agency in connection with the procurement under this RFP.
2. Each agency receiving funds under this grant shall use these funds only to supplement, and not to supplant state and local funds that, in the absence of such funds would otherwise be spent for activities under this section.
3. The grantee will file financial reports and claims for reimbursement in accordance with procedures prescribed by the Tennessee Department of Education.
4. The grantee will evaluate the program periodically to assess progress toward achieving goals and objectives. The grantee will use the evaluation results to refine, improve and strengthen the program and to modify the goals and objectives as necessary.
5. The program will be in compliance with the Early Childhood Education Policy adopted by State Board of Education.
6. The program will be in compliance with the Scope of Services outlining the *Voluntary Pre-K for Tennessee Act*.
7. This program will be in compliance with submission and verification of student, staff and class information for all school based and non school based partner pre-k programs for which the school system receives funding. This includes but is not limited to reporting attendance through SIS/EIS data entry screen and ensuring that teachers meet licensing endorsement requirements or submit request for Waiver, Alternative License Type I or II (advancement only), Interim B, or Transitional license in appropriate time frame.

### CERTIFICATION/SIGNATURE

I, THE UNDERSIGNED, CERTIFY that the information contained in the application is complete and accurate to the best of my knowledge; that the necessary assurances of compliance with applicable state statutes, rules and regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant.

I FURTHER CERTIFY that the assurances listed above have been satisfied and that all facts, figures and representation in this application are correct to the best of my knowledge.

\_\_\_\_\_  
Signature of LEA Director/Superintendent

\_\_\_\_\_  
Date

System Name

Bartlett City Schools

System #

794

ACCOUNT NO.	EXPENDITURES (APPROPRIATIONS) OPERATION OF NON-INSTRUCTIONAL SERV (73000)	TOTAL ALL FUNDS	GENERAL PURPOSE FUND 141	FEDERAL PROJECTS FUND 142	FUND	LOCAL MATCH
73400 105	Supervisor/Director					\$0
73400 116	Teachers.	120,000	0	120,000	0	0
73400 117	Career Ladder Program.	0	0	0	0	0
73400 162	Clerical Personnel.	0	0	0	0	0
73400 163	Educational Assistants.	38,000	0	0	0	38,000
73400 188	Bonus Payments	0	0	0	0	0
73400 189	Other Salaries & Wages.	8,000	0	8,000	0	0
73400 195	Certified Substitute Teachers	0	0	0	0	0
73400 198	Non-certified Substitute Teachers	0	0	0	0	0
73400 201	Social Security	9,796	0	7,440	0	2,356
73400 204	State Retirement.	14,283	0	10,848	0	3,435
73400 206	Life Insurance.	532	0	404	0	128
73400 207	Medical Insurance	32,800	0	16,400	0	16,400
73400 208	Dental Insurance.	0	0	0	0	0
73400 210	Unemployment Compensation	0	0	0	0	0
73400 211	Local Retirement	0	0	0	0	0
73400 212	Employer Medicare.	2,291	0	1,740	0	551
73400 215	On-Behalf Payments for OPEB (Other Post Employment	0	0	0	0	0
73400 299	Other Fringe Benefits	0	0	0	0	0
73400 310	Contracts W/Other Public Agencies	0	0	0	0	0
73400 311	Contracts W/Other School Systems.	0	0	0	0	0
73400 312	Contracts W/Private Agencies.	0	0	0	0	0
73400 330	Operating Lease Payments	0	0	0	0	0
73400 336	Maintenance & Repair Services - Equipment	1,000	0	1,000	0	0
73400 355	Travel	2,000	0	2,000	0	0
73400 369	Contracts for Substitute Teachers -Certified	0	0	0	0	0
73400 370	Contracts for Substitute Teachers Non-certified	0	0	0	0	0
73400 399	Other Contracted Services	2,000	0	2,000	0	0
73400 422	Food Supplies	500	0	500	0	0
73400 429	Instructional Supplies & Materials	2,000	0	2,000	0	0
73400 449	Textbooks	0	0	0	0	0
73400 499	Other Supplies & Materials.	0	0	0	0	0
73400 524	In-Service/Staff Development	1,000	0	1,000	0	0
73400 599	Other Charges	1,768	0	1,768	0	0
73400 790	Other Equipment	0	0	0	0	0

73400	TOTAL CHILDHOOD EDUCATION	\$235,970	\$0	\$175,100	\$0	\$60,870
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**Policy 4001: Educational Accreditation Agencies**

It shall be the policy of the Board to seek the highest status of membership for its schools in the AdvancED, cooperating in the Association's evaluations and recommendations for the school system.

## **Policy 4002: Tutoring**

1. The system does not maintain a list of tutors who seek employment.
2. No District aide, teacher, or administrator shall recommend a tutor by name to any parent of a student enrolled in Bartlett City Schools.
3. If a Bartlett City Schools student is in need of individual tutoring, the student's teacher must receive Principal approval prior to communicating such need to the student's parent. After receiving Principal's approval, the student's teacher may recommend additional individualized instruction to supplement the student's classroom instruction.
4. Prior to recommending outside help for students who may benefit from additional individualized instruction, all teachers shall pursue every avenue available to give a student the help he/she requires. A list of students for whom tutors are recommended will be submitted to the Director of Teaching and Learning by the principal.
5. School facilities may not be used for private profit, and Bartlett City Schools personnel may not enter into agreements to tutor students for a fee if such students attend the school to which the employee is assigned.<sup>1</sup>

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<sup>1</sup> T.C.A. §49-5-1003

### **Policy 4003: Basic Instructional Program**

A basic educational program, sequentially developed, is provided to serve the needs of the community.

It is the policy of the Bartlett City Board of Education that there be a basic curriculum to provide for the intellectual growth of all students, kindergarten through the twelfth year, so developed that learning experiences and achievement may vary according to individual needs, and give all students a basic body of understandings, attitudes, and knowledge needed for living in a democracy.

This Policy will ensure that students have the opportunity to develop the intellectual curiosity, critical thinking, problem-solving abilities, and aesthetic appreciation in such a manner that they will be used throughout a lifetime.

It is also the policy of the Board that a high priority must be given to those kinds of learning which serve as a foundation for other educational development. These kinds of learning include: English Language Arts, Mathematics, Social Studies, Science, Music, Art, and Health and Physical Education.

The instructional program shall be designed and operated so as to be developmentally appropriate. Through personalized instructional methods and the employment of a variety of resources inclusive of response to intervention, efforts shall be focused on making sure each student learns the skills, concepts, or content of the curriculum.

In cases where students have clearly not achieved to the degree of their capability, every reasonable effort shall be made to remedy the situation. This shall be done through a developmental approach, varied to adapt to individual uniqueness.

## **Policy 4004: Parental and Family Involvement**

The Bartlett City Board of Education encourages collaboration between schools and families<sup>1</sup> due to its belief that such collaboration is essential to support student learning.

By this Policy, the Board directs each school to adopt the following standards and shall implement the following as required by federal or state laws or regulations<sup>2</sup>:

Standard 1 - Welcome all families into the school community.

Standard 2 - Communicate effectively with all families.

Standard 3 - Support student success by collaborating with families to support students' learning and healthy development both at home and at school.

Standard 4 - Encourage families to be advocates for their own children and other children in order to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Standard 5 - Share power by ensuring that families and schools are given opportunities to share in decisions that affect children.

Standard 6 - Ensure that families and schools collaborate with community members to connect students, families and staff to expanded learning opportunities, community services and civil participation.

At a minimum, to ensure the aforementioned Standards are met, the Bartlett City Board of Education directs Bartlett City Schools personnel to adhere to the following expectations:

1. Meet with families twice during each school year to discuss homework, attendance, discipline, policy, and expectations.
2. Invite families to Monthly PTA meetings/Parent Advisory Meetings to discuss strategies to improve student achievement and engagement.
3. Encourage families to meet with school counselors annually to discuss students' course of study and plans for higher education.
4. Invite families to serve on School Improvement Plan Committees; and
5. Provide families with access to all student learning materials in order for families to assist students in meeting their educational goals.

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<sup>1</sup> "Families" includes parents, guardians, persons with legal custody of the student(s), and individuals who have caregiving authority for the student(s)

<sup>2</sup> T.C.A. §49-2-305; T.C.A. §49-6-7001 *et seq.*, Tennessee State Board of Education *Tennessee Parent/Family Involvement Policy 4.207*

### **Policy 4005: Instructional Media Centers (School Libraries)**

The Board believes that instructional media centers/libraries are fundamental to the educational process. The availability of many materials in a variety of formats presents to students and teachers the possibility of selecting the media best suited for individual need and mode of learning.

Therefore, the schools of Bartlett City Schools shall maintain instructional media centers/libraries where students and staff members are exposed to a variety of books, periodicals, and references in printed form as well as to a variety of technology based materials such as videos, CDs, DVDs, and Internet access. Provision will be made to enable school libraries to remain open for use by students during the school day.

It will be the administration's responsibility to set up and maintain central services for teacher access to curriculum materials, and audiovisual materials.

**Policy 4006: Library Materials Selection and Adoption**

Materials for school libraries shall be recommended for purchase by the professional personnel of the school libraries. Consultation must take place with the faculty, administration, students, and central administration.

All materials selected shall support state and national standards of school library service. Gifts to the library may be accepted only with the understanding that the disposition of such gifts becomes the prerogative of the Bartlett City Board of Education.

In order to provide a current, highly usable collection of materials in every library, media specialists shall provide for constant and continuing renewal of the collection, not only by the addition of up-to-date materials, but by the careful elimination of those materials that are no longer usable.

## **Policy 4007: Student Teaching and Internships**

The Bartlett City Board of Education, recognizing its responsibility to contribute to the quality of teacher training and the contributions student teachers can make to Bartlett City Schools, encourages and authorizes the Superintendent to arrange for the supervision and training of a reasonable number of such teachers in Bartlett City Schools.

The importance of teacher training to the future education and the need to assure high quality performance in our schools require student teachers to be placed with experienced teachers of demonstrated competence. No staff members of Bartlett City Schools shall be required to supervise student teachers. Teachers new to the system and those having less than one year of teaching experience will not be assigned such responsibilities. Only exceptionally strong teachers will be permitted to take the responsibility of supervising student teachers for more than one semester in a school year.

Recognizing the special skills and expertise of the teacher training institutions and their staff, the Board authorizes the Superintendent to honor those reasonable rules, regulations, and training guidelines of the teacher training institution.

The teacher training institution will be expected to provide liaison personnel who will discuss with the building principal and with the supervising teacher the objectives of the student teaching experience. Such personnel are free to visit the classrooms to observe the student teacher at work.

## **Policy 4008: Educational Research and Service Centers**

The Superintendent is authorized to cooperate as far as possible with colleges, universities, and other recognized research agencies in promoting potentially useful research. When requests are received, it is necessary to limit the number of studies in the District and establish guidelines for the approval of such studies. The District Research Review Committee shall evaluate all requests for educational research which will result in the disclosure of student education records.

When evaluating education research requests involving students, teachers, or other employees, any approval or denial shall be influenced by the following factors:

1. The objectives of the research should be clearly stated; and the design should produce valid and reliable results, which will then be made available to Bartlett City Schools.
2. The research should be expected to contribute to the improvement of education or the general welfare of children.
3. Data derived from school records, interviews, or questionnaires which have potential for invasion of the privacy of students or their families must have advanced written authorization of parents or guardians even though the data is to be collected and reported under conditions of anonymity.
4. Research proposals should be of sufficient scope and depth to justify the time and effort of Bartlett City School students and staff members.
5. In general, instructional activities will not be interrupted unless there is a clear significance for the educational program of Bartlett City Schools.
6. Projects involving student researchers must have prior written approval by an advisor of the institution in which the student is enrolled. This faculty member must have direct responsibility related to the student's research.

## **Policy 4009: Promotion and Retention**

Promotion shall be considered on the basis of what is best for the child in terms of school success. Special consideration for promotion and/or retention shall be given to students with special academic, social, and emotional needs.

In the case of failing work being done by the child, the parents shall be informed early so that the school and home may cooperate in helping him/her improve.

Retention is used to help students improve their knowledge base by providing an additional year of instruction, thus addressing the frustration and failure often associated with inadequate skills mastery.

Retention will be considered on an individual basis. Assessment of the student in the context of the total learning situation and its attendant circumstances should be used to determine what is best for the student. If a student's ability to succeed at the next grade level is highly questionable, then consideration shall be given to conditional promotion and/or assignment to transitional classes if such classes exist.

Factors to be considered in deciding what is best for the student should include, but not be limited to, the following considerations:

1. Current skill level;
2. Student's age;
3. Achievement potential;
4. Previous potential;
5. Evaluative data;
6. Chances for success with more difficult materials when current skills are inadequate;
7. Number of absences;
8. Previous retention;
9. Maturity level; and most importantly
10. What benefits can be accomplished by retention.

A student in the third grade shall not be promoted to the next grade level unless the student has shown a basic understanding of curriculum and ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. However, such student may be promoted if the student participates in a Bartlett City Schools approved research-based intervention prior to the beginning of the next school year. This provision shall not apply to students who have IEPs pursuant to 20 U.S.C. §1400 *et seq.*

A collectively developed educational plan, which suggests different strategies and materials should be considered for every student to be retained. The Director of Teaching and Learning or his/her designee shall monitor the progress of retained students.

Deficiencies in several of the above areas indicate that retention shall be considered. Retention, however, should not be used as a punitive measure or as a way to hold a student back because of parental wishes when a student's performance does not warrant it or when the school feels retention is inappropriate.

Parents who disagree with the decision of the teacher(s) and Principal regarding the promotion or retention of any student may appeal the decision to the Superintendent or his/her designee. The decision of the Superintendent or his designee shall be final.<sup>1</sup>

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<sup>1</sup> TRR/MS 0520-01-03.05(3)(b); *Tennessee State Board of Education Policy 3.300*

### **Policy 4010: Awarding of Credits**

A student receiving a passing grade earns credit in the course according to the number of periods the class meets each day. All earned credits will apply toward meeting graduation requirements. Credits will be awarded each semester as indicated.

Period(s) Class Meets each Day	Minimum Credit Per Semester	Total Credit Per Year
1	0.5	1.0
2	1.0	2.0
3	1.5	3.0

Only in performing arts will students be allowed to duplicate credits.<sup>1</sup>

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<sup>1</sup> TRR/MS 0520-01-03-.06(f)

## **Policy 4011: Credit for Prior Courses**

Students enrolled in grades 9-12 who have taken the equivalent of a high school level course in middle school may earn high school credit for graduation,<sup>1</sup>except in American History<sup>2</sup>, under the following guidelines:

1. Students shall be given the same comprehensive examination for the course as required for students in grades nine (9) through twelve (12) who earn credit for graduation;
2. The examination shall provide evidence that a student has mastered all of the terminal objectives in the applicable curriculum framework adopted by the State Board of Education and shall be scored and graded on the same scale as for students who are enrolled in the course;
3. Students must have earned a grade of “B” or better in the course in order to qualify to take the examination; and
4. Students must score a “B” or better on the examination in order to receive credit toward high school graduation.

The Superintendent or his/her designee shall develop procedures for:

1. Making application for credit;
2. Administering and scoring the examination; and
3. Record keeping to ensure that proper credit is given.

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<sup>1</sup> TRR/MS 0520-01-03.06(2)(b)(2)

<sup>2</sup> T.C.A. §49-6-1202

## **Policy 4012: Course Recovery**

Course Recovery is designed to provide students an opportunity to recoup credit needed for graduation. Bartlett City Schools provides Course Recovery as self-paced online courses that meet the Tennessee Standards for course credit.

### Student Eligibility

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

1. Student is repeating a failed course with a minimum average of 50%
2. Student is deficient in credit to progress to the next grade level, or to graduate on time and cannot obtain said credits during the regular school day during the school year.
3. Student has failed a Gateway course, but has passed the Gateway test for that course.
4. Student has not been classified as Truant (10 unexcused absences or 15 total absences) during the current term.

### Course Recover Requirements/Procedures

1. Tuition, not to exceed the current tuition amount of summer school, may be charged for Course Recovery offered outside the school day.
2. Students shall be allowed no more than two (2) absences from sessions (absences during the summer will require “make-up” time.)
3. Students shall maintain appropriate conduct during session time, including adequate progress toward completion.
4. Students will receive no more than three (3) attempts to pass any single test.
5. Students may apply for a maximum of four (4) credits through Course Recovery toward graduation.
6. Course Recovery may only be taken at the student’s base school during the school year.
7. Any course taken through Course Recovery will be honored across Bartlett City Schools. This includes transfers prior to completion of the course.
8. Successful completion of Course Recovery will be recorded as an additional entry on the transcript with a 70 being listed as the semester average with a Course Recovery designation. The original failing grade will remain on the transcript.
9. Course Recovery priority for available seats will be given to seniors needing course credit to graduate.

### **Policy 4013: Alternative Credit for Physical Education**

High school students may earn one-half (1/2) credit through participation in approved extracurricular activities according to the following requirements.

1. The activity must be approved by the Principal to ensure that the minimum 80 hours of Physical activity are included. Appropriate activities may include, but are not limited to, all Tennessee Secondary School Athletic Association sanctioned sports.
2. The Superintendent or his/her designee shall approve activities annually. Procedures for awarding credit for the activities shall be consistent throughout the District.
3. The student must submit a *Request for Alternative Credit for Physical Education Form* signed by the coach/sponsor/teacher verifying participation and completion of the activity.
4. The student must successfully complete the entire activity or season with an attendance rate of at least 90%.
5. The grade for alternative credit for physical education will be recorded as “pass” on the student’s transcript and will not be used in calculating the student’s GPA.

**BARTLETT CITY  
BOARD OF EDUCATION  
MEETING SCHEDULE  
2014-2015  
PROPOSED**

**JULY 2014**

17 Work Session  
24 Business Meeting

**AUGUST 2014**

21 Work Session  
28 Business Meeting

**SEPTEMBER 2014**

18 Work Session  
25 Business Meeting

**OCTOBER 2014**

16 Work Session  
23 Business Meeting

**NOVEMBER 2014**

13 Work Session\*  
20 Business Meeting\*

**DECEMBER 2015**

11 Work Session\*\* (If Needed)  
18 Business Meeting\*\* (If Needed)

**JANUARY 2015**

15 Work Session  
22 Business Meeting

**FEBRUARY 2015**

19 Work Session  
26 Business Meeting

**MARCH 2015**

19 Work Session  
26 Business Meeting

**APRIL 2015**

16 Work Session  
23 Business Meeting

**MAY 2015**

21 Work Session  
28 Business Meeting

**JUNE 2015**

18 Work Session  
25 Business Meeting

**UNLESS OTHERWISE NOTED, BUSINESS MEETINGS WILL BE HELD THE FOURTH THURSDAY OF THE MONTH AT 7:00 P.M. IN THE BARTLETT CITY HALL, 6400 STAGE ROAD, BARTLETT. WORK SESSIONS WILL BE HELD ONE WEEK PRIOR TO THE BUSINESS MEETING AT 7:00 P.M. IN THE BARTLETT CITY HALL, 6400 STAGE ROAD, BARTLETT.**

\*Moved to accommodate Thanksgiving Holiday

\*\*Moved to accommodate Christmas Holiday

*Proposed for approval June 23, 2014*

## **POLICY 6010: Student Acquired Immune Deficiency Syndrome (AIDS)**

### **LIABILITY AND NON-DISCRIMINATION**

Students infected with HIV shall not be denied enrollment in school. The Bartlett City Board of Education shall not prevent an HIV infected student from participating in the continuation of his/her education on the sole basis of HIV infection. To the extent practical with medical and educational needs, the student shall be subject to the same rules for class assignment, privileges, and participation in any school-sponsored activities as all other students. The Board shall strive to maintain a respectful school climate for HIV infected students.

Mandatory screening for communicable diseases not spread by casual everyday contact, such as HIV infection, shall not be a condition for school entry or attendance.<sup>1</sup>

### **ADMINISTRATIVE RESPONSIBILITIES FOR CONFIDENTIALITY**

If a student's parents/guardians choose to disclose the child's HIV status, all matters pertaining to that student shall be directed by procedures initiated by the Superintendent.

The Superintendent shall be responsible for requesting medical records from the parent/guardian and a statement from the student's physician regarding health status of the student reported to have HIV/ AIDS. In addition, the Superintendent shall gather information regarding the student's cumulative school record.

### **CONFIDENTIALITY**

No information concerning an HIV infected student shall be divulged, directly or indirectly, to any other individual or group without the written consent of the parent/guardian. All medical information and written documentation of discussions, telephone conversations, proceedings and meetings shall be kept by the Superintendent in a locked file. If the HIV infected student is under the age of eighteen (18), access to this file shall be granted only to those persons who have the written consent of the infected student's parents/guardians.

Under no circumstances shall information identifying a student with AIDS be released to the public.<sup>2</sup>

### **APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS**

In determining the educational placement of a student known to be infected with HIV, school authorities shall follow established policies and procedures for students with disabilities. School authorities shall reassess placement if there is a change in the student's need for accommodations or services.

### **HIV PREVENTION EDUCATION/CURRICULUM**

The Superintendent shall be responsible for developing instructional objectives to address each terminal objective in the state AIDS curriculum framework and provide each teacher responsible

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

<sup>2</sup> T.C.A. §68-10-113; 20 U.S.C. §1232(g); 34 C.F.R. §3622

for teaching AIDS education with these objectives. Students shall further be taught universal precautions through the K-8 Healthful Living and Lifetime Wellness curricula and through the Board's HIV prevention education program.

The state AIDS curriculum and related instructional objectives shall be used in grades K-12. Parents and guardians shall have convenient opportunities to preview all HIV prevention curricula and materials in accordance with the provisions of the Family Life Curriculum.

Students shall have access to voluntary and confidential counseling about matters related to HIV. Administrators shall maintain a list of counseling and testing resources for student use.

## INFECTION CONTROL

The Superintendent shall develop an Occupational Safety and Health Administration (OSHA)-based infection control plan in which each school will provide for: 1) well-maintained and easily accessible materials necessary to follow universal precautions, and 2) designate first responders responsible for implementing infection control guidelines, including investigating, correcting, and reporting on instances of exposure. All schools shall further follow the most current Centers for Disease Control and Prevention (CDC) Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and Other Blood borne Pathogens in Health Care Settings and the OSHA blood borne pathogens standard.<sup>3</sup>

The Superintendent shall develop procedures to implement this policy as well as the State Board of Education HIV/AIDS Policy for Employees and Students of Tennessee Public Schools.<sup>4</sup>

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<sup>3</sup> TRR/MS 0520-1-3-.05(1)(c)

<sup>4</sup> State Board of Education Policy No. 5.300, HIV/AIDS Policy for Employees and Students of Tennessee Public Schools Revised, August 18, 2005.

## **POLICY 6014: Home Schools**

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

A parent wishing to conduct a home school shall meet the following requirements:<sup>1</sup>

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

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

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<sup>1</sup> T.C.A. §49-6-3050

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

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

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

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

## **POLICY 1028: Naming of Schools and School Facilities**

Insofar as possible, the Board will name a school after the name of the geographic section which it serves. If the school is not to be named for the section which it serves, a representative group of stakeholders will be consulted in naming the school.

Schools shall not be named for a living person.

The naming of any and all school facilities and real estate, including all buildings, structures, athletic facilities, athletic fields, practice fields, playgrounds, streets, etc. requires the prior approval of the Bartlett City Board of Education.

## **POLICY 1029: Architectural Design Commissions**

The services of licensed architects may be commissioned for Capital Improvement Program construction projects where knowledge, skills, or design time cannot be supplied by regular staff. The commission of services shall be consisted with the Capital Improvement Program budget. Procedures for the review and recommendation of architectural design commissions shall be developed by the Superintendent. The Executive Committee shall recommend architects to the Bartlett City Board of Education.

## **POLICY 6024: Interference/Disruption of School Activities**

The Administration is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the District.<sup>1</sup> This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions, and all other activities under school sponsorship and direction.

Such measures may include the use of reasonable force to restrain or correct students and maintain order.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct which causes the disruption, interference, or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off campus. Neither shall he or she urge other students to engage in such conduct.

A student in violation of this policy is subject to a range of disciplinary actions dependent upon the severity of the misbehavior and prior circumstances.<sup>2</sup>

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<sup>1</sup> T.C.A. §49-6-4102

<sup>2</sup> T.C.A. §49-6-3401

## **POLICY 6001: Student Goals**

In order to establish an environment that is conducive to learning, the Board establishes the following Student Goals:

1. To assure all students the same educational opportunities, regardless of race, color, creed, religion, ethnic origin, sex, or disabilities;<sup>1</sup>
2. To protect and observe the legal rights of students;
3. To educate students with respect and encouragement;
4. To provide an environment where students can learn personal and civic responsibility for their actions through meaningful experiences;
5. To discipline students in a fair and constructive manner;
6. To provide for the safety, health, and welfare of students; and
7. To promote faithful attendance and diligent effort.

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<sup>1</sup> 20 U.S.C. §1703; T.C.A. §49-6-3109

## **POLICY 6002: Student Discrimination, Harassment, Bullying, and Cyber-bullying and Intimidation**

The Bartlett City Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.<sup>1</sup>

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

### **DEFINITIONS**

*Bullying/Intimidation/Harassment* - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
3. Causing emotional distress to a student or students; or
4. Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

*Cyber-bullying* - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

*Hazing* - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.<sup>2</sup> "Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

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<sup>1</sup> T.C.A. §49-6-1016

<sup>2</sup> T.C.A. §49-2-120

## COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.<sup>3</sup> All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

1. It places the student in reasonable fear or harm for the student's person or property;
2. It has a substantially detrimental effect on the student's physical or mental health;
3. It has the effect of substantially interfering with the student's academic performance; or
4. It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Superintendent.

## RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the Superintendent. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

## REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each school, shall

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<sup>3</sup> 20 U.S.C. §§1681 - 1686

report the findings and any disciplinary actions taken to the Superintendent and the Board Chairman.

By July 1 of each year, the Superintendent or his/her designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the Board at its regular July meeting, and it shall be submitted to the State Department of Education by August 1.

The Superintendent shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-1016.

#### RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

## **POLICY 6003: Drug Free Schools**

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug Free" community, the Board's plan for dealing with alcohol and drugs<sup>1</sup> shall include the following:

1. Appropriate ways for handling alcohol/drug-related medical emergencies;
2. Guidelines for reporting alcohol/drug incidents and illegal activities;
3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other appropriate sources of assistance;
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

Through the use of state guidelines the director of schools shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;
3. Implementing the relevant portions of the Drug-Free Youth Act<sup>2</sup> ;
4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events; and
5. Providing notification to parents and students that compliance with this policy is mandatory.

Students shall not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds.<sup>3</sup> This includes but is not limited to abuse of inhalants and prescription drugs.

Disciplinary sanctions shall be imposed on students who violate standards of conduct required by this policy. Such sanctions shall be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution.<sup>4</sup> Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation programs shall be made available through the school office.

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

<sup>2</sup> 20 U.S.C. §7116; 34 C.F.R. §86.200

<sup>3</sup> T.C.A. §39-17-417; T.C.A. §39-17-715

<sup>4</sup> T.C.A. §49-6-4209; T.C.A. §49-6-3401

## **POLICY 6005: School Fees**

School fees shall be kept to a minimum and may be expended only for the purposes for which they were collected. No fees shall be required of any student as a condition to attend the school or use its equipment<sup>1</sup>, and school fees shall be waived for students who receive free or reduced-price lunches<sup>2</sup> upon the written request of the parent/guardian on the approved form.

The following school fees and costs for supplies can be waived under this policy<sup>3</sup>:

1. Fees for activities that occur during regular school hours, including field trips, any portion of which fall within the school day;
2. Fees for activities and supplies required to participate in all courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance with local board policies;
3. Fees or tuition applicable to courses taken for credit or grade during the summer by a student; except that non-resident students regularly enrolled in another school system may be required to pay fees or tuition for such summer courses;
4. Fees required for graduation ceremonies;
5. Fees for a copy of the student's record; and
6. Refundable security deposits collected by a school for use of school property for courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance with local board policies.

The following fees and charges cannot be waived under this policy<sup>4</sup>:

1. Fines imposed on all students for late-returned library books; parking or other traffic fines imposed for abuse of parking privileges on school property; or reasonable charges for lost or destroyed textbooks, library books, workbooks or any other property of the school;<sup>5</sup>
2. Debts incurred pursuant to TRR/MS §0520-1-3-.03(14)(1992), Withholding of Student Grades for Debts Owed to the School;
3. Refundable security deposits collected by a school for use of school property for participation in extracurricular activities;
4. Costs for extracurricular activities occurring outside the regular school day including sports, optional trips, clubs or social events; and

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<sup>1</sup> T.C.A. §49-6-3001(a); T.C.A. §49-2-110(b); TRR/MS 0520-1-3-.03(13)

<sup>2</sup> T.C.A. §49-2-114

<sup>3</sup> TRR/MS 0520-1-3-.03(13)

<sup>4</sup> TRR/MS 0520-1-3-.03(13)(e)

<sup>5</sup> T.C.A. §37-10-101; T.C.A. §37-10-102

5. Non-resident tuition charge of all students attending a school system other than the one serving their place of residence.

Bartlett City Schools shall provide written notice to parents or legal guardians of approval or denial of requests for fee waivers. Any denial shall contain the specific grounds for denial and shall afford the parents or legal guardian the opportunities for a personal meeting with the appropriate school personnel to discuss validity of the denial.

The District shall keep copies of any forms, notices and/or instructions used by schools in the waiver of fees and shall keep records of any denials, appeals of denials, and resolution of such appeals.

Names of verified students shall not be published, posted or announced in any manner. Only those persons who are responsible for collecting fees will be provided the list of the names of students verified for fee waivers.

### **RESPONSIBILITIES**

The Principal is responsible for administering the entire fee waiver application, notification and appeals process. Records related to this program shall be maintained in the school office in strictest confidence. Recommendations for changes in policy or implementation procedures should be directed to the Director of Teaching and Learning.

## **POLICY 6006: Care of School Property**

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities.

All District employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The Principal or his/her designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.

When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the Superintendent or his/her designee shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent or guardian.<sup>1</sup>

In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/ guardian has paid for the damages.<sup>2</sup> If a student and/or his/her parent dispute damages or the amount of damages, the Superintendent or his/her designee shall meet with them to discuss the matter. Within five (5) days of the meeting, the Superintendent or his/her designee shall notify the student and his/her parent of the final decision.

When the minor and parent are unable to pay for the damages, the Superintendent or his/her designee may meet with the parent in an attempt to reach an agreement. Upon payment or completion of an agreement between the Superintendent or his/her designee and a parent, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.<sup>3</sup>

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<sup>1</sup> T.C.A. §37-10-101

<sup>2</sup> TRR/MS 0520-1-3-.03(15)

<sup>3</sup> T.C.A. §49-1-302(a)(14)

## **POLICY 6007: Promoting Student Welfare**

The Superintendent shall develop procedures, programs, and plans to promote and protect the health and welfare of students. These should provide, at a minimum, for the following:<sup>1</sup>

1. A student guidance program;
2. Student health services, including the administration of medications;
3. Student psychological service;
4. Student wellness plans; and
5. Student social services.

The development of these programs and the scope of the services provided shall be consistent with state law and regulations.

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

## **POLICY 6008: Student Communicable Diseases**

No student shall be denied an education solely because of a communicable disease, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

Parents or guardians of infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of other students, employees, and the infected student shall be taken.

No student with a communicable disease which may endanger the health of either himself/herself or other individuals shall enter or remain in the regular school setting.<sup>1</sup> If a school Principal has reason to believe a student has a communicable disease which may endanger the health of either himself/herself or other individuals in the regular school setting, the Principal shall:

1. Assign the student to a setting which will protect other students, employees and the student himself; or
2. Exclude the student from school until certification is obtained from a physician or the Shelby County Health Department by either the parent or Principal stating that the disease is no longer communicable.

If the Principal has reason to believe that the student has a long-term communicable disease, the Principal must require confirmation from a physician or the Shelby County Health Department as to the student's condition. If the student is confirmed to have a long-term communicable disease the principal shall refer the student for special education services.<sup>2</sup>

The Principal may request that further examinations be conducted by a physician or the Shelby County Health Department and may request periodic re-examinations after the student has been readmitted to the school.<sup>3</sup>

Expenses incurred from examinations requested by school officials shall be paid by the Board.

The names of all students excluded from school under this policy shall be forwarded to the office of the Superintendent.

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<sup>1</sup> T.C.A. §49-2-203(b)(2); TRR/MS 0520-1-3-.08(2)(c)

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

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

## **POLICY 6009: Physical Examinations and Immunizations**

### **PHYSICAL EXAMINATIONS**

The Principal shall ensure that there is a complete physical examination of each student prior to:

1. Entering school for the first time;<sup>1</sup> and
2. Participation as a member of any athletic team or in any other strenuous physical activity program.<sup>2</sup>

Cost of the examination shall be borne by the parent or guardian of the student. These records shall be on file in the Principal's office.<sup>3</sup>

Screening tests for vision, hearing, scoliosis and lice will be conducted. Parents/Guardians will receive written notice of any screening result that indicates a condition that might interfere or tend to interfere with a student's progress.

In general, the school district will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question.<sup>4</sup>

### **IMMUNIZATIONS**

No students entering school, including those entering kindergarten or first grade, those from out-of-state, and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization, as determined by the Commissioner of Public Health.<sup>5</sup>

It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the Principal of the school which the student is to attend. Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted pursuant to Board Policy 6016 – School Admissions.

A list of transfer students shall be kept at each school to facilitate student record monitoring by the Department of Health.

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<sup>1</sup> T.C.A. §49-6-5004(c)(1); TRR/MS 0520-1-3-.08(2)(a)

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

<sup>3</sup> T.C.A. §49-6-5001(b)(1)

<sup>4</sup> No Child Left Behind, Part F §1061(1)(D); (2)(B); (4)(B)

<sup>5</sup> T.C.A. §49-6-5001

## **POLICY 6011: Student Medicines**

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 principal or the principal's designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations: <sup>1</sup>

Written instructions signed by the parent will be required and will include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines must have label direction);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. (i.e. students with asthma)

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions 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 Department of Education are followed.

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication.

### **BLOOD GLUCOSE SELF-CHECKS**

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.

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

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<sup>1</sup> T.C.A. §49-5-415

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>

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<sup>2</sup> T.C.A. §49-5-415(d)(7)

## **POLICY 6012: Emergency Allergy Response Plan**

The Superintendent or his/her designee shall develop and maintain an Emergency Allergy Response Plan that meets state guidelines for managing students with life-threatening allergies. The Plan shall include measures to reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan shall include, but are not limited to; education and training of personnel, record keeping/documentation, development and reviews of the allergy action plan, and protocols for classrooms and cafeterias that include strategies to reduce exposure to allergens.<sup>1</sup>

Using the state food allergy guidelines plan as a guide, the Superintendent or his/her designee shall also develop a process to identify all students with food allergies and develop and implement an Individualized Health Care Plan (IHCP) with an Allergy Action Plan for each specific student.<sup>2</sup>

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<sup>1</sup> T.C.A. §49-5-415(f)(1) and (2)

<sup>2</sup> *Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting*, including *Guidelines for Managing Life Threatening Food Allergies in Tennessee Schools* (Tennessee Department of Education and Tennessee Department of Health) (2007).

## **POLICY 6013: Child Custody / Parental Access**

The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the District holds responsible for the education and welfare of that child.

Parents or guardians shall have the right to receive information contained in school records concerning their minor child.<sup>1</sup> The Board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent shall submit a certified copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall receive a copy of the child's report card, notice of school attendance, names of teachers, class schedules, standardized test scores and any other records customarily available to parents.<sup>2</sup>

No school official shall permit a change in the physical custody of a child at school unless:

1. The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
2. The person seeking custody shall give the school official reasonable advance notice of his/her intent to take custody of the child at school.<sup>3</sup>

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<sup>1</sup> 20 U.S.C. §1232(g)

<sup>2</sup> T.C.A. §49-6-902

<sup>3</sup> T.C.A. §36-6-105

## **POLICY 6014: Home Schools**

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

A parent wishing to conduct a home school shall meet the following requirements:<sup>1</sup>

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

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

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<sup>1</sup> T.C.A. §49-6-3050

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

1. Special needs courses are being taught which require services unavailable to the home school student;
2. These services cannot be provided through any means other than the public schools;
3. Requests for services are made known by the home school parent when notice is given to the Superintendent of the intent to conduct a home school;
4. The Superintendent investigates request and make recommendations to the Board;
- 5.
6. No overcrowding, additional expenses, including providing transportation, or other special situations which interfere with the normal operation of the school system shall be incurred; and
- 7.
8. Approval by the Board on a case-by-case basis.

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

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

## **POLICY 6022: Code of Behavior and Discipline**

It shall be the policy of the Bartlett City Board of Education to delegate to the Superintendent the responsibility of developing specific codes of behavior and discipline which are appropriate for each level of school. The development of each code shall involve Principals and faculty members of each level and shall be consistent with the relevant policies as adopted by the Board.

## **POLICY 6023: Use of Personal Communication Devices and Electronic Devices**

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

Unauthorized use or improper storage of a device will result in confiscation until such time as may be released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action.

## **POLICY 6024: Interference/Disruption of School Activities**

The Administration is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the District.<sup>1</sup> This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions, and all other activities under school sponsorship and direction.

Such measures may include the use of reasonable force to restrain or correct students and maintain order.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct which causes the disruption, interference, or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off campus. Neither shall he or she urge other students to engage in such conduct.

A student in violation of this policy is subject to a range of disciplinary actions dependent upon the severity of the misbehavior and prior circumstances.<sup>2</sup>

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<sup>1</sup> T.C.A. §49-6-4102

<sup>2</sup> T.C.A. §49-6-3401

## **POLICY 6025: Corporal Punishment**

It is the policy of the Bartlett City Board of Education that corporal punishment shall *not* be used as a disciplinary measure in any school.<sup>1</sup>

The Superintendent shall be responsible for developing and implementing in-service training programs for teachers and staff in the use of alternative, positive measures of discipline.

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<sup>1</sup> T.C.A. §49-6-4103

## **POLICY 6026: Zero Tolerance Offenses**

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

### **WEAPONS & DANGEROUS INSTRUMENTS**

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.<sup>1</sup> Dangerous weapons for the purposes of this policy shall include, but are not limited to, a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.<sup>2</sup>

Violators of this section shall be subject to suspension and/or expulsion from school.  
*Firearms (as defined in 18 U.S.C. § 921)*<sup>3</sup>

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The Superintendent shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>4</sup>

### **DRUGS**

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The Superintendent shall have the authority to modify this expulsion requirement on a case-by-case basis.

### **ASSAULT**

In accordance with state law, any student who commits aggravated assault as defined in *Tennessee Code Annotated* § 39-13-102 upon any teacher, principal administrator, school resource officer, or any other employee of the school shall be expelled for a period of not less than one (1) calendar year. The Superintendent shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>5</sup>

### **ELECTRONIC THREATS**

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The Superintendent shall have the authority to modify this expulsion

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<sup>1</sup> T.C.A. §39-17-1309

<sup>2</sup> T.C.A. §39-11-106(a)(5)(A)(B)

<sup>3</sup> 18 U.S.C. §921

<sup>4</sup> 20 U.S.C. §8921; T.C.A. §49-6-4216(b); T.C.A. §49-6-3401(g)

<sup>5</sup> T.C.A. §49-6-3401(g); T.C.A. §49-6-4216(b)

requirement on a case-by-case basis.<sup>6</sup>

#### NOTIFICATION

When it is determined that a student has violated this policy, the Principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.<sup>7</sup>

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<sup>6</sup> T.C.A. §49-6-4216(a)(2)(C)

<sup>7</sup> T.C.A. §49-6-4209; T.C.A. §39-17-1312



## **POLICY 6027: Interrogations and Searches**

### **INTERROGATIONS BY SCHOOL PERSONNEL**

Students may be questioned by teachers or 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 Principal may interrogate the student without the presence of parent(s)/guardian(s).

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

If 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 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), 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 of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the Principal regarding the planned interrogation and inform him/her of the probable cause to investigate. The Principal shall make reasonable effort 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 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>

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



## **POLICY 6028: Detention**

Students may be detained before or after the school day as a means of disciplinary action.

The following guidelines shall be followed for before or after school detention:

1. The student shall be given at least one (1) day of notice before detention;
2. Parents shall be informed before detention takes place;
3. Students in detention shall be under the supervision of school personnel;
4. Detention shall not exceed one (1) hour after the official closing of the school day but may be administered several days in succession; and
5. Teachers must have the approval of the Principal before detaining a student.

## **POLICY 6030: Student Disciplinary Hearing Authority**

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days.<sup>1</sup> The Board shall appoint members to the DHA which shall consist of three (3) members, (maximum number must not exceed total membership of the Board), at least one (1) of whom shall be a licensed employee of the Board, and such appointments are for one (1) year terms and subject to reappointment. Board members shall not serve on the DHA.

The Superintendent shall appoint a Chairman of the DHA from the members appointed by the Board. The Chairman shall perform the following duties:

1. Set the time, place, and date for each hearing;
2. Maintain order and structure during each hearing; and
3. Prepare, sign, and disseminate the minutes of each meeting.

Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent or guardian of the student, the student, and any other appropriate person of the time, place, and date of the hearing. The hearing must be held no later than ten (10) days after the beginning of the suspension.<sup>2</sup>

The DHA may take the following disciplinary actions:<sup>3</sup>

1. Affirm the decision of the school Principal;
2. Order the removal of the suspension unconditionally;
3. Order removal of the suspension upon such terms and conditions as it deems reasonable;
4. Assign the student to alternative program; or
5. Suspend the student for a specified period of time. (*Note: Zero-tolerance offenses as set forth in Board Policy 6026 require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the Superintendent.*)

Within five (5) days of the DHA rendering a decision, the student, Principal, Principal-Teacher, or Assistant Principal may request a review by the Board, and the Board shall review the record. Following the review, the Board may grant or deny the request for a hearing or affirm or overturn the decision of the DHA with or without a hearing. The Board shall not impose a more severe penalty than that imposed by the DHA without first providing an opportunity for a hearing before the Board.<sup>4</sup>

The notice of hearing shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, the hearing shall be closed to the public.

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<sup>1</sup> T.C.A. §49-6-3401(c)(4)(A)

<sup>2</sup> T.C.A. §49-6-3401(c)(4)(D)

<sup>3</sup> T.C.A. §49-6-3401(c)(5)

<sup>4</sup> T.C.A. §49-6-3401(c)(6)

## **POLICY 6031: Alternative School Programs**

The Board shall operate an alternative school program for students in grades six through twelve (6-12) who have been suspended or expelled from regular school programs.<sup>1</sup> Attendance in alternative school programs shall be mandatory, and students attending an alternative school located outside of the District shall provide their own transportation.

Alternative school programs shall be operated in accordance with state laws and the rules of the State Board of Education,<sup>2</sup> and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student's home school.

The Superintendent is authorized to develop appropriate procedures to implement this policy and to ensure compliance with relevant state laws and regulations.

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<sup>1</sup> T.C.A. §49-6-3402(a)

<sup>2</sup> TRR/MS 0520-1-2-.09