

**BARTLETT CITY BOARD OF EDUCATION**

**BARTLETT CITY BOARD OF EDUCATION**

**BUSINESS MEETING AGENDA BARTLETT CITY HALL - COUNCIL CHAMBERS**

**6400 STAGE ROAD, BARTLETT THURSDAY, FEBRUARY 27, 2014 7:00 PM**

**PO Box 341148**

**Bartlett, TN 38134**

**July 24, 2014**

**7:00 PM**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER & ROLL CALL**

**Official Business of the Day**

**SPECIAL PRESENTATIONS**

**PUBLIC COMMENT**

**APPROVAL OF AGENDA**

Addition of Apple Lease MOU to the agenda passed with a motion by Mr. Jeff Norris 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

Addition of Policy 2011 to the agenda passed with a motion by Mr. Jeff Norris 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

Addition of Policy 2012 to the agenda passed with a motion by Mr. Jeff Norris 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

Policy 6048 was pulled from the agenda. Approval of the agenda as revised 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

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS - June 23, 2014 Business Meeting Minutes**

**REPORTS**

## **Chairman's Report**

## **Superintendent's Report**

## **Legal Report**

## **STAFF ACTION ITEMS**

## **BOARD ACTION ITEMS**

### **Durham Contract**

Authorizing Superintendent Stephens to enter into an agreement with Durham 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

### **Career and Technical Education Interlocal Agreement (ILA)**

The Career and Technical Education Interlocal Agreement (ILA) passed with a motion by Mr. Jeff Norris 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

### **Systems Technician Interlocal Agreement (ILA)**

Amend the Systems Technician Interlocal Agreement (ILA) by removing Lakeland District 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

The Systems Technician Interlocal Agreement (ILA) passed with a motion by Mr. Jeff Norris 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

### **Purchasing Interlocal Agreement (ILA)**

The Purchasing Interlocal Agreement (ILA) passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

### **Payroll Interlocal Agreement (ILA)**

The Payroll Interlocal Agreement (ILA) passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

### **Network and Telecommunications Interlocal Agreement (ILA)**

The Network and Telecommunications Interlocal Agreement (ILA) 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

### **Consent Agenda**

Suspend rules to approve policies on First Reading 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

The amended Consent Agenda passed with a motion by Mr. Jeff Norris 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

### **Policies**

#### **New Board Business**

##### **Apple Lease MOU**

The Apple Lease MOU 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 2011 Student Activity Funds Management**

Policy 2011 Student Activity Funds Management 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

##### **Policy 2012 - School Support Organizations**

Policy 2012 - School Support Organizations passed with a motion by Mr. Jeff Norris 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

##### **Policy 1028- Use of School Name**

Policy 1028- Use of School Name 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

### **ADJOURNMENT**

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

Thursday, June 23, 2014  
Bartlett City Hall - Council Chambers  
6400 Stage Road, Bartlett  
7:00 PM

**INVOCATION AND PLEDGE OF ALLEGIANCE**

David Smith, New Hope Christian Church, said a prayer and led the Pledge of Allegiance to the Flag.

**CALL TO ORDER & ROLL CALL**

**\*\*\*Official Business of the Day\*\*\***

Chairman Norris called the meeting to order at 7:00 p.m. The following Board Members were present:

Ms. Erin Berry  
Mrs. Shirley Jackson  
Mr. Jeff Norris  
Mr. Bryan Woodruff

Board Member Mr. David Cook was absent.

**SPECIAL PRESENTATIONS**

No presentations.

**PUBLIC COMMENT**

No public comments.

**APPROVAL OF AGENDA**

**Motion Passed:** Affiliation Agreements: Brunswick Day School and Brunswick Alternative School, and Policy 4004 moved to New Board Business. Contracts: Apple and Policy 6027 were withdrawn from agenda. Approval of the agenda as amended passed with a motion by Mr. Jeff Norris and a second by Ms. Erin Berry.

Ms. Erin Berry	Yes
Mr. David Cook	Absent
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

**Motion Passed:** The addition of Health Benefits Trust Agreement to New Board Business passed with a motion by Mr. Jeff Norris and a second by Ms. Erin Berry.

Ms. Erin Berry	Yes
Mr. David Cook	Absent
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

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

**Motion Passed:** Approval of minutes of previous meetings: June 9, 2014 Special Called Meeting and May 22, 2014 Business Meeting passed with a motion by Ms. Erin Berry and a second by Mr. Jeff Norris.

Ms. Erin Berry	Yes
Mr. David Cook	Absent
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

### **REPORTS**

#### **Chairman's Report**

No report.

#### **Superintendent's Report**

Superintendent Stephens provided updates on Pre-Kindergarten, Bartlett 9th Grade Academy, School websites and the new Shared Services Friday Memo.

#### **Legal Report**

No report.

### **STAFF ACTION ITEMS**

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

**Motion Passed:** Bartlett City Schools Differentiated Pay Plan 2014-2015 passed with a motion by Mrs. Shirley Jackson and a second by Mr. Bryan Woodruff.

Ms. Erin Berry	Yes
Mr. David Cook	Absent
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

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

**Motion Passed:** Special Revenue Budget 2014-2015 Title 1, Nutrition, IDEA passed with a motion by Mr. Jeff Norris and a second by Ms. Erin Berry.

Ms. Erin Berry	Yes
Mr. David Cook	Absent
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

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

**Motion Passed:** FY 2015 Elementary and Secondary Education Act (ESEA) Programs Summary passed with a motion by Mrs. Shirley Jackson and a second by Ms. Erin Berry.

Ms. Erin Berry	Yes
Mr. David Cook	Absent
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

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

**Motion Passed:** Voluntary Pre-K Program Assurances 2014-2015 passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

Ms. Erin Berry	Yes
Mr. David Cook	Absent
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

**BOARD ACTION ITEMS**

**Consent Agenda**

1. General Counsel Contract
2. Interlocal Agreement - Student Transportation Services
3. Proposed 2014-2015 Bartlett City Board of Education Meeting Schedule
4. Policies:

BOARD OPERATIONS

POLICY 1028: Naming of Schools and School Facilities

POLICY 1029: Architectural Design Commissions

INSTRUCTIONAL SERVICES

POLICY 4001: Educational Accreditation Agencies

POLICY 4002: Tutoring

POLICY 4003: Basic Instructional Program

POLICY 4005: Instructional Media Centers (School Libraries)

POLICY 4006: Library Materials Selection and Adoption

POLICY 4007: Student Teaching and Internships

POLICY 4008: Educational Research and Service Centers

POLICY 4009: Promotion and Retention

POLICY 4010: Awarding of Credits  
POLICY 4011: Credit for Prior Courses  
POLICY 4012: Course Recovery  
POLICY 4013: Alternative Credit for Physical Education

STUDENT SERVICES

POLICY 6001: Student Goals  
POLICY 6002: Student Discrimination, Harassment, Bullying, and Cyber-bullying and Intimidation  
POLICY 6003: Drug Free Schools  
POLICY 6005: School Fees  
POLICY 6006: Care of School Property  
POLICY 6007: Promoting Student Welfare  
POLICY 6008: Student Communicable Diseases  
POLICY 6009: Physical Examinations and Immunizations  
POLICY 6010: Student Acquired Immune Deficiency Syndrome (AIDS)  
POLICY 6011: Student Medicines  
POLICY 6012: Emergency Allergy Response Plan  
POLICY 6013: Child Custody / Parental Access  
POLICY 6014: Home Schools  
POLICY 6022: Code of Behavior and Discipline  
POLICY 6023: Use of Personal Communication Devices and Electronic Devices  
POLICY 6024: Interference/Disruption of School Activities  
POLICY 6025: Corporal Punishment  
POLICY 6026: Zero Tolerance Offenses  
POLICY 6028: Detention  
POLICY 6030: Student Disciplinary Hearing Authority  
POLICY 6031: Alternative School Programs

**Motion Passed:** Suspension of rules to approve policies on first reading passed with a motion by Mr. Jeff Norris and a second by Mrs. Shirley Jackson.

Ms. Erin Berry	Yes
Mr. David Cook	Absent
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

**Motion Passed:** Consent Agenda passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry	Yes
Mr. David Cook	Absent
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

## **New Board Business**

### **Superintendent Bonus Structure**

**Motion Passed:** Superintendent Bonus Structure passed with a motion by Mr. Jeff Norris and a second by Mrs. Shirley Jackson.

Ms. Erin Berry	Yes
Mr. David Cook	Absent
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

### **POLICY 4024: Summer School**

**Motion Passed:** POLICY 4024: Summer School passed with a motion by Mr. Jeff Norris and a second by Mrs. Shirley Jackson.

Ms. Erin Berry	Yes
Mr. David Cook	Absent
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

### **Health Benefit Trust Agreement**

**Motion Passed:** Allow Executive Committee to approve the Health Benefit Trust Agreement and ILA passed with a motion by Mr. Jeff Norris and a second by Ms. Erin Berry.

Ms. Erin Berry	Yes
Mr. David Cook	Absent
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

### **Affiliation Agreements - Brunswick Day School**

**Motion to Amend Passed:** To amend the motion from: "Affiliation Agreements - Brunswick Day School" to: "Authorize Superintendent to enter into Affiliation Agreements - Brunswick Day School" passed with a motion by Mr. Jeff Norris and a second by Mr. Bryan Woodruff.

Ms. Erin Berry	Yes
Mr. David Cook	Absent
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

**Affiliation Agreements -Brunswick Alternative School**

**Motion Passed:** Authorize Superintendent to enter into Affiliation Agreements - Brunswick Alternative School passed with a motion by Mr. Bryan Woodruff and a second by Mr. Jeff Norris.

Ms. Erin Berry	Yes
Mr. David Cook	Absent
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

**POLICY 4004: Parental and Family Involvement**

**Motion Passed:** POLICY 4004: Parental and Family Involvement passed with a motion by Mr. Jeff Norris and a second by Ms. Erin Berry.

Ms. Erin Berry	Yes
Mr. David Cook	Absent
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

**Motion Passed:** Allow Administration to renumber policies as needed until November 1, 2014 passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

Ms. Erin Berry	Yes
Mr. David Cook	Absent
Mrs. Shirley Jackson	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

**ADJOURNMENT**

Meeting adjourned at 7:45 p.m.

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Jeff Norris  
Chairman

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David A. Stephens  
Superintendent

## **POLICY 6036: Appeals Related to Discipline: Suspension, Expulsion, Remand**

### **DEFINITIONS<sup>1</sup>:**

Detention: detained before or after school for disciplinary reasons.

In-School Suspension: removal from attendance to a specific class, classes, or school sponsored activity without suspending the student from attendance at school. Students assigned to ISS shall be placed in an isolated area appropriate for study. Students assigned to ISS shall be required to complete academic requirements.

Suspension: dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

Expulsion: removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

Remand: assignment to an alternative school.

### **REASONS FOR SUSPENSION/EXPULSION:**

Any principal or assistant principal (herein "principal") may suspend/expel any student from attendance at school or school-related activity on or off campus or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to<sup>2</sup>

1. Willful and persistent violation of the rules of the school;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
6. Possession of a pistol, gun or firearm on school property<sup>3</sup>;
7. Possession of a knife, etc., as defined in T.C.A. §39-17-1309, on school property;
8. Assaulting a principal, teacher, school bus driver, or other school personnel, with vulgar,

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<sup>1</sup> T.C.A. §49-6-3007(h)

<sup>2</sup> T.C.A. §49-2-203(a)(7); T.C.A. §49-6-3401(a)

<sup>3</sup> T.C.A. §49-6-4216; T.C.A. §39-17-1309; T.C.A. §39-17-417

obscene or threatening language;

9. Unlawful use or possession of barbitol or legend drugs, as de fined in T.C.A. §53-10-101;
10. Engaging in behavior which disrupts a class or school-sponsored activity;
11. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
12. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
13. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and
14. Any other conduct prejudicial to good order or discipline in any school.

If as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense, may have been facing the threat of imminent danger of death or serious bodily injury, then, the student may not face any disciplinary action.<sup>4</sup>

#### IN-SCHOOL SUSPENSION:<sup>5</sup>

1. If the principal or his/her designee determines that a violation of school rules must result in In-School Suspension, the principal or his/her designee shall contact the parent/guardian within twenty-four (24) hours to inform them of the In-School Suspension.
2. Students assigned to In-School suspension shall be recorded as constituting a part of the public school attendance in the same manner as students who attend regular classes.
3. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.
4. In-School Suspension may only be appealed to the school's principal.

#### PROCEDURES FOR OUT OF SCHOOL SUSPENSION AND EXPULSION:<sup>6</sup>

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

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<sup>4</sup> T.C.A. §49-6-3401(i)

<sup>5</sup> T.C.A. §49-6-3401(b)(1)

<sup>6</sup> T.C.A. §49-6-3401(4)-(6); *Goss v. Lopez*, 419 U.S. 565 (Ohio, 1975); Individuals with Disabilities Act Amendments of 1997 §615

2. Upon suspension/expulsion of any student, the principal shall contact the parent or guardian within twenty-four (24) hours to inform them of the suspension/expulsion.
3. The principal shall notify the parent or guardian and the Superintendent or his/her designee in writing:
  - a. Of the suspension/expulsion
  - b. Of the cause for it; and
  - c. Of the conditions for readmission, which must include a meeting with the parent/guardian, the student, and the principal or designee.
4. If the length of the suspension is between six (6) and ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
5. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.
6. If an offense has been committed which, in the judgment of the principal or designee would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable. Suspensions of ten (10) days or less may only be appealed to the school's principal.
7. The principal or designee shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days.<sup>7</sup> All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.
8. The appeal from this decision shall be to the Board or to the disciplinary hearing authority appointed by the Board. The disciplinary hearing authority shall consist of at least one (1) licensed employee.
9. The hearing shall be held no later than ten (10) days after the beginning of the suspension. The notice of the time and place of the hearing shall be given in writing to the parent and principal or assistant principal by the Superintendent of Schools or designee.
10. After the hearing, the disciplinary hearing authority may, except when considering zero tolerance offenses under TCA, affirm the decision of the principal, order removal of the suspension unconditionally, or suspend the student for a specified period of time.<sup>8</sup>
11. Within five (5) of the disciplinary hearing authority rendering a decision, the student, principal, or assistant principal may appeal the decision of the disciplinary hearing authority to

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<sup>7</sup> T.C.A. §49-6-3401(C)(4)(A)(D)(10)

<sup>8</sup> T.C.A. §49-6-3401(C)(5)

the Superintendent. The Superintendent or designee will review the written record of the disciplinary hearing authority and render a decision.

12. Within five (5) days of the Superintendent's decision, the student, the principal or assistant principal may appeal the Superintendent's decision to the Board of Education and the Board of Education shall review the written record of the disciplinary hearing authority. Following the review, the Board of Education may affirm or overturn the decision of the disciplinary hearing authority or grant an appeal hearing.<sup>9</sup>

13. The notice of the 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.

14. If the Board of Education allows a hearing, it may affirm or overturn the decision of the disciplinary hearing authority. However, the Board of Education shall not impose a more severe penalty than that imposed by the disciplinary hearing authority.

15. The decision of the Board of Education shall be final, except zero tolerance suspension involving drugs, weapons, or battery on school personnel.

16. Notwithstanding this section or any other law to the contrary, a student determined to have brought to school or to be in unauthorized possession of a firearm on school property or while attending a school sponsored activity; a student committing battery upon an employee; or a student unlawfully possessing any drug, including a controlled substance or legend drug shall be expelled for one (1) calendar year, except that the Superintendent of Schools may modify this expulsion on a case by case basis.

**\*Note: Zero-tolerance offenses set forth in a statute require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the Superintendent of schools.**

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<sup>9</sup> T.C.A. §49-6-3401(C)(6)

## **POLICY 6047: Attendance**

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. The attendance supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.<sup>2</sup>

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.<sup>3</sup>

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences shall include:

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;<sup>4</sup> or
6. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:<sup>5</sup>

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness;
5. System-wide procedures for accounting and reporting are followed.

## **HOMEBOUND<sup>6</sup>**

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<sup>1</sup> TRR/MS 0520-1-3-.08(1)(a); T.C.A. §49-6-3006

<sup>2</sup> T.C.A. §49-6-3017

<sup>3</sup> T.C.A. §10-7-504; 20 U.S.C. §1232(g)

<sup>4</sup> TRR/MS 0520-1-3-.03(16); T.C.A. §49-6-2904

<sup>5</sup> T.C.A. §49-6-3007

Students shall not be penalized for periods of hospitalization or homebound instruction.

If a student is unable to attend regular classes because of illness, injury or pregnancy and if the student has participated in a program of hospital or homebound instruction administered or approved by Bartlett City Schools, then the student shall not be penalized for grading purposes nor be denied course completion, grade level advancement or graduation solely on the basis of the student's absence from the regular classroom during the period of the hospital or homebound instruction.

It is the policy of Bartlett City School Board of Education that an adult be present in the student's home during the entire time the homebound teacher is present.

Any schoolwork that a student misses prior to homebound services beginning must be handled through the student's teachers. The homebound teacher is not responsible for grades prior to the start of homebound services.

### TRUANCY

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled.

Students who are absent five (5) days without adequate excuse shall be reported to the Superintendent of schools who will, in turn, provide written notice to the parents/guardians of the student's absence. The Superintendent shall also comply with state law regarding the reporting of truant students to the proper authorities. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.<sup>7</sup>

Students participating in school-sponsored activities whether on- or off-campus shall not be counted absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher-supervised.<sup>8</sup>

### MILITARY SERVICE OF PARENT/GUARDIAN

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.<sup>9</sup>

### CREDIT/PROMOTION DENIAL

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<sup>6</sup> T.C.A. §49-6-3002

<sup>7</sup> T.C.A. §49-6-3201(c)

<sup>8</sup> Attendance Accounting Procedural Manual, '11-'12 (0104), Minimum Standards and Guidelines, State Department of Education

<sup>9</sup> T.C.A. §49-6-3109

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion.<sup>10</sup> However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

#### DRIVER'S LICENSE REVOCATION

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

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<sup>10</sup> T.C.A. §49-2-203(b)(7)

## **Policy XXXX: Audits**

An audit of all fiscal accounts, including accounts and records of all school student activity funds, shall be made by a certified public accountant following the end of each fiscal year.<sup>1</sup>

The Superintendent shall furnish or make copies of the audit available to the proper authorities as prescribed by law.<sup>2</sup>

When an administrative change occurs during the fiscal year and the position is responsible for the expenditure of funds, a special audit of accounts involved shall be conducted.

The special audit shall be as extensive as the Board may determine.

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<sup>1</sup> T.C.A. §49-2-112(a)(1)(c)(1); T.C.A. §49-2-110(a)

<sup>2</sup> TRR/MS 0520-1-2-.13(3)(d)

## **POLICY 3006: Board Inspection and Acceptance of New Facilities**

New construction shall be inspected by the architect and the Board's representative after the contractor indicates that all work has been completed. The building shall not be accepted as complete until the architect and the Board's representative agree that all specifications have been met and the building is ready for occupancy.

Acceptance of new construction shall be withheld until all details are complete and the buildings are certified as complete by the Superintendent.

## **Policy XXXX: Buildings and Grounds Management**

The Superintendent shall develop and implement a program of maintenance of all District-owned buildings and grounds which shall provide for the following:

1. Adequate custodial programs for all schools;
2. Improvement and maintenance of school buildings and grounds;
3. Repairs, including repairs of equipment, and painting; and
4. Determination of obsolete/surplus equipment.

The following are responsibilities of building principals:

1. Overseeing the operation of the school and requiring that the personnel assigned to the building keep it in a clean, healthy, and pleasant condition;
2. Inspecting the premises of the school to prevent, identify, or remedy hazardous conditions; and
3. Requesting, in a timely manner, appropriate maintenance and repairs through the appropriate channels.

## **POLICY XXXX: Child Abuse and Neglect**

All personnel shall be alert for any evidence of child abuse or neglect.

The Superintendent shall develop procedures regarding the investigation and reporting of suspected cases of child abuse or neglect.<sup>1</sup> The procedures shall be compliant with all state laws and regulations.

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

## **POLICY 3011: Community Use of School Facilities**

When not in use for school purposes, school buildings and grounds or portions thereof may be used for public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the Board.<sup>12</sup>

1. Requests for the use of a school's facilities shall be made at the office of the principal;
2. Student clubs and activities, parent-teacher organizations, and other organizations affiliated with the schools shall be permitted use of school facilities without charge;
3. School facilities may not be used for private profit, except that unused facilities may be leased for private day-care centers which provide educational and child care services to the community;<sup>3</sup>
4. All activities must be under adult supervision and approved by the building principal. If deemed necessary, the principal may assign a school employee to be present. The group using the facilities will be responsible for any damage to the building or the equipment;
5. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities indicated, unless requested changes are approved by the principal;
6. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times;
7. The use of alcoholic beverages, drugs, or tobacco, profane language, or gambling in any form is not permitted on school buildings;
8. During emergencies or disasters, the Board will cooperate with recognized agencies, such as the Red Cross, National Guard, and Civil Defense to make suitable facilities available without charge;
9. Kitchens may be used by outside agencies only if under the supervision of a school-based employee. Additionally, the school cafeteria manager must be present if food is to be prepared in the kitchen. All fees and requirements stipulated on the District's Facility Use Form must be followed;
10. The Board will approve and periodically review a fee schedule for the use of school facilities by community or civic organizations and other non-profit groups; and
11. The Superintendent shall develop procedures and forms to effectively implement this policy.

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<sup>1</sup> T.C.A. §49-50-201

<sup>2</sup> T.C.A. §49-2-203(b)(4); T.C.A. §49-2-405

<sup>3</sup> T.C.A. §49-2-203(b)(4)(B)

## **POLICY XXXX: Comparability of Services**

In order to ensure comparability of services<sup>1</sup> from local and state funds in all of its school, the Board shall ensure that:

1. A system-wide salary schedule is adopted annually;
2. Teachers, principals, and support personnel are assigned to schools on an equivalent basis according to grade levels and need; and
3. Curriculum materials and instructional supplies are provided to schools on an equivalent basis according to grade levels and need.

The Superintendent shall develop procedures to ensure compliance with this policy and state and federal requirements regarding comparability of services.

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<sup>1</sup> No Child Left Behind, Section 1120A

## **POLICY 6038: Discipline Procedures**

The following categories of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.<sup>1</sup>

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

(Offenses and Penalties by Category)

Infractions of Bartlett City Schools' codes of discipline listed below are grouped into categories according to the seriousness of the offense. This list is not intended to be exclusive or all inclusive.

For infractions not specifically listed below, school principals shall assign discipline in accordance with the category that appears to be comparable to the offenses specifically listed in the category.

#### Category A – State Zero Tolerance Offenses

1. Aggravated Assault resulting in serious bodily injury upon any teacher, principal, administrator, school resource officer, or any other school employee;
2. Unlawful possession, sale, or evidence of use of drugs/narcotics at school or at a school-sponsored activity;
3. Unauthorized possession of a firearm on school property or at a school sponsored activity.

#### Penalty for Category A Offenses

Expulsion/Suspension for 180 days

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

#### Category B

1. Possession of a knife or any potentially lethal weapon, taser, or explosive on school property or at a school-sponsored activity;
2. Evidence of drinking or possession of alcoholic beverages in school or at a school sponsored activity;
3. Off-campus criminal behavior resulting in a felony charge, when the behavior poses a danger to persons or property or disrupts the educational process;
4. Gang activities-Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language that is threatening and/or intimidating;
5. Evidence of use or possession of drug paraphernalia, substances for huffing, any

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<sup>1</sup> T.C.A. §49-6-4012 - 4015

substance under guise of it being a controlled substance or prescription drug, and/or medical preparations without proper medical authorization.

6. Possession, use or distribution of counterfeit money on school property or at any school sponsored activity.
7. Assault upon any student, teacher, principal, administrator, school resource officer, or any other school employee.
8. Continuous and/or severe Category C Offenses

#### Penalty for Category B Offenses

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

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

#### Category C

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

#### Penalty for Category C Offenses

In-School Suspension or Out-of School Suspension

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

#### Category D

1. Open or continued defiant attitude or willful disobedience toward a member of school staff;
2. Vulgar, profane, immoral/disreputable or rude remarks or non-verbal action to staff member or fellow student;

3. Physical or verbal intimidation or threats to other students, including hazing;
4. Threatening bodily harm to another student, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
5. Fighting in or on school property unless, in accordance with state law, the principal recommends no disciplinary action for a student who is deemed to have acted in self-defense or defense of another;
6. Possession of mace or disabling sprays;
7. Inappropriate use of electronic media, including, but not limited to, all calls (land line, cellular or computer generated), instance messaging, text messaging, audio recording devices, iPods, MP3s or any type of electronic music or entertainment device, and cameras and camera phones;
8. Sexual, racial, ethnic, or religious harassment/discrimination;
9. Bullying, intimidation, and harassment
10. Refusal to produce an object identified by metal detectors;
11. Inciting, advising or counseling of others to engage in any acts in Categories A, B, or C
12. Continuous and/or severe Category E Offenses

#### Penalty for Category D Offenses

Parent-Principal Conference, Before/After School Detention/Saturday School, In-School Suspension, or Out-of School Suspension.

#### Category E

1. Habitual and/or excessive tardiness;
2. Class cutting;
3. Intentional disturbance of class, cafeteria or school activities;
4. Leaving school grounds without permission;
5. Being in an unauthorized area with permission;
6. Tampering with grades or report cards;
7. Possession of lighters or matches;
8. Unauthorized use of beepers, cellular phones or other electronic communication devices during school hours.
9. Inciting, advising or counseling others to engage in any acts in Category D;
10. Dress code violation, including wearing, while on school grounds during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

#### Penalty for Category E Offenses

Parent-Principal Conference, Before/After School Detention/Saturday School, or In-School Suspension

#### ADDITIONAL GUIDELINES

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.
2. A principal shall not impose successive short term suspensions that cumulatively exceed

ten (10) days for the same offense.<sup>2</sup>

3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
  - a. Pay any activity fee;
  - b. Pay a library or other school fine; or
  - c. Make restitution for lost or damaged school property.

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<sup>2</sup> T.C.A. §49-6-3007(h)

## **POLICY 6040: Dress Code**

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school.

More specific guidelines appropriate for each level of school (elementary, middle, and high) shall be developed by the Superintendent.<sup>1</sup>

When a student is dressed in a manner which is likely to cause disruption or interference with the operation of the school, or in a manner that violates the developed guidelines, the principal shall take appropriate action, which may include suspension.

### ELEMENTARY SCHOOL DRESS CODE

Pants must be worn at the waist, be appropriately sized, and of a safe length;  
Head apparel (such as hoods, hats, etc.) must not be worn inside the school building, except for religious or medical;

Footwear is required and must be safe and appropriate for indoor or outdoor physical activity;  
Clothing or accessories may not display offensive, vulgar language or images, nor promote inappropriate and/or illegal products such as alcohol, tobacco, and illegal drugs;

For students in Grades 3-5, "Short shorts", mini-skirts, and skin-tight outer material such as spandex are inappropriate attire. No shorts or skirts shorter than four (4) inches above the knee are allowed;

Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders. Shirts or tops must be no longer than wrist-length and must cover the waistband of pants, shorts, or skirts with no midriff visible; and

Waist-length and appropriately sized sweaters, sweatshirts, and lightweight jackets can be worn inside school for warmth.

The school administration reserves the right to determine whether a student's attire and appearance are within the limits of decency, modesty, and safety. In matters of opinion, the judgment of the Principal or his/her designee shall prevail. The Principal may allow exceptions for school-wide programs or special classroom activities.

The school administration will administer appropriate consequences for policy infractions.

### MIDDLE AND HIGH SCHOOL DRESS CODE

Pants must be worn at the waist, be appropriately sized, and of a safe length;

Shirts, blouses and dresses must have sleeves and must completely cover the abdomen, back, shoulders. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited. Shirts, blouses, and tops must be no longer than wrist-length;

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<sup>1</sup> T.C.A. §49-6-4215; T.C.A. §49-1-302(j)

Head apparel (such as hoods, hats, etc.) must not be worn inside the school building, except for religious or medical reasons;

Footwear is required and must be safe and appropriate for indoor and outdoor physical activity;

Clothing and accessories such as backpacks, patches, jewelry, and notebooks may not display (1) racial or ethnic slurs/symbols; (2) gang affiliations; (3) vulgar, subversive, or sexually suggestive language or images; nor promote inappropriate and/or illegal products such as alcohol, tobacco, and illegal drugs;

Skirts, dresses and shorts must be no shorter than four (4) inches above the knee. Waist-length and appropriately sized sweaters, sweatshirts, and lightweight jackets can be worn inside school for warmth; and

Prohibited items include: (1) large, long and/or heavy chains; (2) studded or chained accessories; (3) sunglasses, except for health purposes; (4) sleepwear, pajamas, and/or blankets; (5) skin-tight outer materials such as spandex; (6) facial jewelry (including tongue piercing).

The school administration reserves the right to determine whether the student's attire is within the limits of decency, modesty, and safety.

The Principal may allow exceptions in special circumstances, or for occasions such as holidays and special performances. The Principal may further prescribe dress in certain classes such as physical education, vocational education, and science labs.

Any student not attired in accordance with the policy shall be directed to correct the violation or spend the remainder of the day in in-school suspension (ISS). Repeat offenders shall be subject to additional measures which include parent conferences, in-school suspension, and out-of-school suspensions as described in the District-wide discipline policy.

## **POLICY XXXX: Emergency Preparedness Plan**

The Superintendent shall be responsible for developing, maintaining and acquiring Board approval of the District Emergency Preparedness Plan,<sup>1</sup> which shall include procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornados or other severe weather, and medical emergencies.

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

The principal shall be responsible for ensuring that one fire drill requiring full evacuation is given every month during the school year with an additional fire drill to be conducted within the first fifteen (15) days of school. He/she shall ensure that an intruder drill is conducted within the first thirty (30) days of school.<sup>2</sup> He/she shall also ensure that three (3) additional safety drills are given during the school year. These drills may cover inclement weather, earthquakes, armed intruders or other emergency drills that do not require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in each school's office.<sup>3</sup>

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

### **MEDICAL EMERGENCIES/PANDEMIC FLU**

In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate and consult with the local and state health departments and other Bartlett emergency or healthcare providers in protecting students and the community from further infection. The Superintendent shall develop procedures for health emergencies in accordance with state law and regulations.<sup>4</sup>

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<sup>1</sup> TRR/MS 0520-1-3-.03(18)

<sup>2</sup> 2013 Public Chapter 188

<sup>3</sup> T.C.A. §49-5-201(a)(6); T.C.A. §68-102-137(b) and (f)

<sup>4</sup> Tennessee Department of Health Pandemic Influenza Response Plan, [http://health.state.tn.us/ceds/PDFs/2006\\_PanFlu\\_Plan.pdf](http://health.state.tn.us/ceds/PDFs/2006_PanFlu_Plan.pdf)

## **POLICY XXXX: Estimating Facility Costs**

When new construction, renovation and/or a building addition is proposed, the Superintendent or his/her designee shall secure cost estimates for each project and submit such estimates to the Board for approval.<sup>1</sup>

Estimates are to include the total cost with a breakdown detailing the following:

1. Cost of site preparation
2. Fees charged by governmental agencies
3. Fees charged by utility companies
4. Cost of landscaping
5. Architect or construction management fees
6. Other costs and/or fees as required

Qualified consultants and/or consulting firms are to be involved when cost estimates are submitted. Employment of such persons requires Board approval.

The cost of each project shall be presented to the Board as a part of the project recommendation. In addition, consideration is to be given to costs of future maintenance, to any warranties that might be involved in construction, and the determination of easements.

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<sup>1</sup> T.C.A. §49-2-203(a)(3)(C)

## **POLICY 3004: Facilities Planning**

The Superintendent shall present an annual assessment of facility needs to the Board in October. The needs assessment shall include a review of each school site.

The individual school needs assessment shall include the following information:

1. Building, site, and utility deficiencies;
2. Maintenance issues;
3. Number of classrooms with sizes;
4. Population and enrollment projections;
5. Community needs; and
6. Other information as directed.

The system-wide needs assessment shall include the following information:

1. Individual school assessments;
2. System-wide population growth projections;
3. Industrial and business forecasts; and
4. Other information as deemed necessary

### **ASBESTOS<sup>1</sup>**

The Superintendent shall maintain an Asbestos Management Plan for all buildings leased, owned, or otherwise used as school buildings and maintain and update the plan to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities.

The Superintendent shall:

1. Annually publish a notification on the Asbestos Management Plan availability and the status of asbestos activities;
2. Educate and train maintenance and custodial staff about asbestos and how to deal with it, in accordance with state and federal statutes;
3. Notify short-term or temporary workers on the locations of the building materials containing asbestos;
4. Post warning labels in routine maintenance areas where asbestos was previously identified or assumed;
5. Follow set plans and procedures designed to minimize the disturbance of building materials; and
6. Survey the condition of these materials every six (6) months to assure that they remain in good condition.

The Superintendent shall designate an Asbestos Hazard Emergency Response Act (AHERA) Manager as the designated Asbestos Program Coordinator. All inquiries regarding the asbestos plan and asbestos related issues should be directed to the AHERA Manager.

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<sup>1</sup> 40 C.F.R. §763.91-93

## **POLICY 3007: Facility Expansion – Goals**

The Board shall authorize the construction of a sufficient number of school buildings to meet the demands of present and future enrollments. The Plans shall include the following:

1. Simplicity of design;
2. Sound economics, including low long-range maintenance costs and low insurance rates;
3. High educational utility; and
4. Flexibility.

The Board hereby establishes the following broad goals for development of facilities:

1. To integrate facilities planning with other aspects of planning in a comprehensive program of educational problem solving;
2. To design facilities economically while planning the specifications to meet the needs of students;
3. To involve parents, staff, and members of the community on school construction and design; and
4. To design school buildings while being mindful of potential community use.

## **POLICY 4014: Grading System**

The Superintendent shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with Board-adopted content standards for grades K-12.<sup>1</sup> The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform district-wide at comparable grade levels, except that the Superintendent shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3 according to state rules and regulations.<sup>2</sup> The Superintendent shall submit a copy of the grading, reporting and assessment systems to the Board before the system is implemented.<sup>3</sup> These guidelines shall be communicated annually to students and parents/guardians.<sup>1</sup> Conduct grades are based on behavior and shall not be deducted from scholastic grades.

Grades for homework assignments should be given with care, since the student may not always complete his or her homework. Homework assignments are of value in affording students needed practice, and such assignments should be made within practicable limits.

### **KINDERGARTEN THROUGH GRADE FIVE GRADING**

#### Report Cards and Interim Reports

Two (2) report cards are used in grades K-5; (1) for kindergarten; (1) for grades 1 – 5. Teachers should refer to the appropriate card for an explanation of the grading system for each level. At the midpoint of the nine weeks, parents will be notified of students' progress; all students will receive an interim report. Report cards are sent to parents at the end of each nine-week period. Parents must be notified within a report card period when a student is not doing acceptable work.

#### Kindergarten

The kindergarten report card shows progress toward the state standards. The grade level standards are set by the state and indicate what a student should know and be able to do. Students are evaluated based on their progress toward meeting benchmarks for each standard. This is indicated by mastery (M) or non-mastery (X) for each skill. Additionally, the letter grades of "E", "G", "S", "N" or "U" will be used to express basic grading for art, music, and physical education (P.E.).

#### Grades 1-5

##### Conduct Grades

In all schools, students' conduct is graded as "E", "G", "S", "N" or "U" and is to be reported at each grading period on the report card.

##### Academic Grades

The basic grading system for knowledge/subject area is expressed by the letters "A", "B", "C", "D", and "F" according to the numerical values listed under the Grading Scale. First (1st) and

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

<sup>2</sup> T.C.A. §49-1-302(e)(2)(g)

<sup>3</sup> T.C.A. §49-2-203(b)(7)

second (2nd) grade science and social studies will be expressed by the letter grades “S” or “N”. Grades will be reported on report cards and transcript records using numerical values as indicated below:

A	.....	93-100
B	.....	85-92
C	.....	75-84
D	.....	70-74
F	.....	Below 70

Plus and minus evaluations are not to be added to letter grades.  
The numerical values listed are for teacher use only.

Semester Grades

Semester grades for grades 1 – 5 are determined by an average of grades for each of the two nine-week terms. Semester exams are not given in grades 1 – 5.

Final Grades

Final grades are determined by averaging the two semester grades.

State Standardized Assessments

For students in grades 3-5, scores on state standardized assessments shall comprise a percentage of the students’ final grade for the spring (second) semester. (TCA 49-1-617)

**GRADES SIX THROUGH TWELVE GRADING**

Bartlett City Board of Education policy, in accordance with the Tennessee Uniform Grading System, establishes the grading system for grades 6-12.

Report cards are sent to parents at the end of each nine-week period. Parents must be notified within a report card period when a student is not doing acceptable work. In all schools, students’ conduct is graded as “E”, “G”, “S”, “N” or “U” and is to be reported at each grading period on the report card.

Grades will be reported on report cards and transcript records using numerical values as indicated below:

A	.....	93-100
B	.....	85-92
C	.....	75-84
D	.....	70-74

Semester exams are not given in grades 6-8 with the exception of high school level courses. Students who successfully complete a high school course will earn high school credit. Semester grades earned in high school courses mentioned above will be recorded on the high school transcript. The grades earned will be included in the high school GPA.

#### State Standardized Assessments

For students in grades 6-12, scores on state standardized assessments shall comprise a percentage of the students' final grade for the spring (second) semester. (TCA 49-1-617) Students who meet only the minimum requirements should be given minimum passing grades. No student should fail for the semester or year if the only failing grade is that of the semester examination.

Credits will be awarded in .5 increments upon successful completion of a semester.

Additionally, a student will receive one full credit in the course if he/she receives a passing yearly grade in the course.

For courses which have no Tennessee State mandated EOC exam required during a given semester, semester grades are determined by counting the two quarter grades as 80% and the semester examination, or a comparable evaluation, as 20%.

For courses which have a Tennessee State mandated EOC exam required during second semester, the semester grades are determined as follows:

- First semester grades are determined by counting the two quarter grades as 80%, the semester examination, or comparable evaluation, as 20 %.
- Second semester grades are determined by counting the two quarter grades as 65%, the semester examination, or comparable evaluation, as 10%, and the state mandated exam as 25%.
- A course with an EOC exam will not have a school final exam given. Second semester grades are determined by counting the two quarter grades as 75% and the EOC exam as 25%.

For Dual Enrollment and Advanced Placement courses, the semester grades are determined as follows:

- Dual Enrollment: The dual enrollment courses will follow the university's grading system for that specific course.
- Advanced Placement: Each semester, the grades will be determined by counting 50% for each quarter.

In all Advanced Placement courses at the secondary level, five (5) points shall be added to each quarter numerical grade and each semester exam grade. The two 9 week grades and the semester exam grade, with the points included, will be used to calculate the semester average.

In all grades for Honors and Dual Enrollment courses at the secondary level, three (3) points shall be added to each quarter numerical grade, and each semester exam grade. The two 9 week grades, the semester exam grade, with the added Honors course points included, will be used to calculate the semester average.

A student having a 90 or higher average for the two terms in a specific course, and having three (3) or fewer excused absences in that same course will be exempted from the semester exam if

the student desires. When a student is exempted from the examination, the semester average will be the average of the two term grades and any state-mandated exam as outlined in **Number 9**. ANY UNEXCUSED ABSENCE IN THE COURSE WILL DISQUALIFY THE STUDENT FROM ALL EXEMPTIONS. EXEMPTIONS APPLY ONLY TO TEACHER-MADE SEMESTER EXAMINATIONS. 12th grade students are eligible for exam exemption during both semesters. All other students in high school courses who meet the above requirements may be exempted for only the second semester exam.

#### **GRADES NINE - TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS<sup>4</sup>**

Schools teaching grades nine through twelve shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.<sup>1</sup>

Each school counselor shall provide incoming freshman with information on college core courses required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score, etc.) that must be met in order to receive a scholarship.

Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available at the guidance office or on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The priority date for FAFSA completion is May 1.

Elementary school counselors should explain the HOPE Scholarship and its requirements to their students and impress upon them the benefits of making good grades.

#### **LOTTERY SCHOLARSHIP DAY**

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.<sup>5</sup>

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<sup>4</sup> T.C.A. §49-4-904 – 907

<sup>5</sup> T.C.A. §49-4-932(f)

## **POLICY XXXX: Insurance Management**

The insurance program will provide coverages in a minimum of the following broad categories:

1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious mischief, boiler and machinery explosion; and vehicles;
2. Liability: Board Members, Superintendent, and employees resulting from discharging of their official duties;
3. Workers Compensation; and
4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.

### Group Health Insurance

The Board shall provide group health insurance for all full-time employees.<sup>1</sup>

Board approval of group insurance for which the Board makes partial payment shall be given on recommendation of a committee comprised of at least one representative of each participating entity in the Health insurance pool.

### PHI (Protected Health Information)

The Bartlett City Board of Education shall comply with the Health Insurance Portability and Accountability Act (HIPAA),<sup>3</sup> and Health Information Technology for Economic and Clinical Health Act (HITECH)<sup>4</sup> in the securing Protected Health Information.

### Group Life Insurance

The Board shall provide group life insurance for all full-time employees.<sup>1</sup>

### Retirees<sup>2</sup>

For Bartlett City Board of Education employees hired directly from Shelby County Schools prior to August 1, 2014 and employees hired by Bartlett City Board of Education between January 1, 2014 and June 30, 2014:

Payment of individual hospitalization insurance coverage shall be available for any retiring employee at the same cost as for other employees until the employee reaches age sixty-five (65) provided that:

1. The employee is eligible for retirement under the eligibility standards as set by Tennessee Consolidated Retirement System; and
2. The employee has been enrolled in the Bartlett City Board of Education – sponsored insurance plan for one (1) full year immediately prior to retirement; and
3. The employee has completed fifteen (15) years' service with Bartlett City Schools
  - a. For employees in this category hired directly from Shelby County Schools, prior service credited by Shelby County Schools will be applied to the 15-year service requirement.

For Bartlett City Board of Education employees whose effective date of hire is July 1, 2014 or after and for employees do not fall into the category above:

A defined contribution shall be available for any retiring employee to go toward the purchase of a health policy on the open market for five years following effective date of retirement or until the employee reaches age sixty-five (65), whichever comes first, provided that:

1. The employee is eligible for retirement under the eligibility standards as set by Tennessee Consolidated Retirement System; and
2. The employee has been enrolled in the Bartlett City Board of Education-sponsored insurance plan for one (1) full year immediately prior to retirement; and
3. The employee has completed fifteen (15) years' consecutive service with Bartlett City Schools.

Life insurance shall be continued at \$10,000 under the same terms for employees in both categories meeting the above requirements. This benefit is paid 100% by the Board.

## **POLICY 3005: New Project Planning**

### SELECTION OF ARCHITECT<sup>1</sup>

The Board shall approve a registered architect for new projects of construction, expansion, and/or maintenance as required by law. The Board shall execute a contract with such architect for each project.

### SELECTION OF ENGINEER

Following the execution of a contract for architectural services, the architect or architectural firm shall select a registered engineer for each project.

### SITE SELECTION

The Board shall have sole discretion when choosing sites for construction.<sup>2</sup> When determining where to begin new projects, the Board shall consider the current and future populations of the area, transportation routes, and accessibility to utilities.

### CHILDREN WITH DISABILITIES<sup>3</sup>

Prior to the construction, remodeling, renovation, expansion, or modification of a school building for use by children with disabilities, plans and specifications shall be submitted for review to the Commissioner of the Department of Education. Such plans and specifications shall meet federal requirements.

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<sup>1</sup> T.C.A. §62-2-107

<sup>2</sup> T.C.A. §49-2-203(a)(3); *Rutherford County Board of Education v. Rutherford County Commission*, 2000 Tenn. App. LEXIS 703

<sup>3</sup> TRR/MS 0520-1-4-.01(4)

## **POLICY 6042: Pledge of Allegiance/National Anthem<sup>1</sup>**

All District schools shall open each school day with the Pledge of Allegiance to the flag of the United States and/or the playing of the National Anthem.

At the time designated, unless they are exempt, students shall stand and recite the Pledge of Allegiance while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform.

No student shall be compelled to recite the Pledge of Allegiance if the student or the student's parent/legal guardian objects on religious, philosophical, or other grounds to the student participating in such exercise.

Students who are exempt from reciting the Pledge of Allegiance shall remain quietly standing or sitting at their desks while others recite the Pledge of Allegiance and shall make no display that disrupts or distracts others who are reciting the Pledge.

Teachers and other school staff who have religious, philosophical, or other grounds for objecting to saying or leading the Pledge of Allegiance are exempt from leading or participating in the exercise.

If a teacher chooses not to lead the Pledge, the teacher or principal shall designate another suitable person to lead the class.

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<sup>1</sup> T.C.A. §49-6-1001; T.C.A. §49-6-2901 *et seq.*; State Board of Education Policy 4.208 – Recitation of the Pledge of Allegiance

## **Policy XXXX: Political Activities**

Employees have a right to express their views on any issue, but must in each case make clear that the view expressed is not the official view of the Bartlett City Board of Education or Bartlett City Schools.

Employees may, on their own time, campaign for or against any candidate or referendum, but are prohibited from using system owned property to engage in political activity. System owned property includes, but is not limited to: all buildings, signage, message boards, telephonic equipment, electronic equipment, and email accounts. Employees shall not use audio or video messages to engage in any political promotion or solicitation during school hours.<sup>1</sup>

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<sup>1</sup> Public Chapter 395

## **POLICY 6037: Procedural Due Process**

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened.<sup>1</sup> The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.<sup>2</sup>

For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry into the incident should be conducted to ensure that the offender is accurately identified, that he understands the nature of the offense, and that he/she knew the consequences of the offense for which he is accused.

In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he/she shall refer the case to the disciplinary hearing authority.<sup>3</sup>

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<sup>1</sup> *Ingraham v. Wright*, 430 U.S. 651 (1977)

<sup>2</sup> *Goss v. Lopez*, 410 U.S. 565 (1975)

<sup>3</sup> T.C.A. §49-6-3401(c)(4)(A)

## **Policy XXXX: Revenues**

Any money collected by any school shall be documented by a written receipt.

The schools may receive funds collected from activities and for events held at or in connection with the school, including contracts with other schools for interschool events. To be included in this accounting are all monies collected from lunch rooms, athletics, entertainments, school clubs, fees, concessions and all fund raising activities. Each principal shall determine the reconciliation method to be used for all events which require a ticket.<sup>1</sup>

The purchase of items intended for resale for profit through the schools shall be subject to sales tax based on the purchase price to the vendor providing the service or item. Resale items not intended to generate a profit shall be determined by the principal.<sup>2</sup>

### Extended School Program

Extended school funds shall be collected at the individual schools and receipted and deposited in the school bank account. The principal shall report the collections and pay the Board by school check.<sup>3</sup>

### Fines

A student will be held responsible for the cost of replacing any materials or property which the student loses or damages,<sup>4</sup> including textbooks, library books, equipment and buildings. All money collected as fines shall be placed in the system-wide school fund.

### Tuition Income

Tuition collected from nonresident students shall be placed in the system-wide school fund.

### Grants

Grants for educational purposes made available by the state and/or federal government may be sought by the school system but only when the conditions of their availability are in harmony with the purposes and policies of the Board and the laws of the state and county. Principals may apply for and receive grants, but funds must be recorded in a separate restricted fund account.<sup>5</sup>

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<sup>1</sup> T.C.A. §49-2-110(a)

<sup>2</sup> T.C.A. §67-6-102(77)(A)

<sup>3</sup> *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-40

<sup>4</sup> T.C.A. §37-10-101; 102

<sup>5</sup> *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-31

## **POLICY XXXX: Safety**

In accordance with Board policy, the principal of each school shall develop procedures for keeping school facilities safe and free from hazards.

All staff members shall report current and potential hazards to their immediate supervisor(s).

Each principal is responsible for seeing that safety is a part of the instructional program of the school as required by law.<sup>1</sup>

The safety program shall include:

1. Fire prevention
2. Accident prevention
3. Warning systems
4. Emergency drills
5. Traffic safety
6. Safety inspections
7. First aid
8. Disaster preparation

Only students assigned to the school, the staff of the school, parents of students, and other persons with lawful and valid business shall enter onto the grounds or into the buildings of a school during the hours of student instruction. All staff members shall report all persons appearing to be improperly on school premises to the principal.<sup>2</sup>

The principal shall secure assistance from law enforcement officials when he/she deems it necessary in order to maintain order or security.

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<sup>1</sup> T.C.A. §49-6-1003

<sup>2</sup> T.C.A. §49-6-2008(a)-(b)

## **POLICY XXXX: Scheduling and Routing**

All school bus routes shall be arranged in such a way as to travel the shortest, safest possible distance from the time the first student is picked up until the trip is complete.

The Director of Operations shall be responsible for surveying all bus routes and scheduling bus transportation, including the determination of bus stops and the assignment of students.

Appeals of transportation decisions shall be made to the Superintendent or his/her designee.

Students shall not be in transit to and from school more than one and one-half hours each way.<sup>1</sup>

Once the official route is begun, stops shall only be made to take on, discharge or transfer students. Buses are not to make any non-designated stops, except for emergencies, when transporting students.

No student may exit the bus at a destination other than that student's designated bus stop. The Superintendent shall develop procedures that would allow a student to exit the school bus at an alternative location. However, no student shall be allowed to exit the bus at a stop other than the student's regular bus stop unless the student provides the driver with a signed note from the parent or guardian informing the driver of the change in the student's bus stop for the day. The driver shall turn the note over to the principal as soon as practical after the completion of the route.<sup>2</sup>

Students who ride school buses shall attend the school designated unless the Board designates an alternate school. If a parent chooses to send his/her child to another school in the system, the parent must provide transportation to and from that school.

A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.<sup>3</sup>

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<sup>1</sup> T.C.A. §49-6-2105

<sup>2</sup> T.C.A. §49-6-2118(a)

<sup>3</sup> T.C.A. §49-6-2118(c) & (d)

## **Policy XXXX: Section 504 and ADA Grievance Procedures**

The Board is committed to maintaining equitable employment/educational practices, services, programs and activities that are accessible and usable by qualified individuals with disabilities.

### Definition

*Section 504 of the Rehabilitation Act of 1973* provides that: "No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."<sup>1</sup>

*Title II of the Americans with Disabilities Act, 1990* provides that: "No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment."<sup>2</sup>

### Coordinator<sup>3</sup>

The Board shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

### Notice<sup>4</sup>

The Board shall make available the name, office address and telephone number of the ADA/Section 504 coordinator. Methods of initial and continuing notification may include the posting of notices, publication in newspapers and student and employee handbooks, and distribution of memoranda or other written communications.

### Complaint Procedure<sup>5</sup>

The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

### Due Process Hearing Procedures

Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent wishes to contest any action of the District with regard to a child's

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<sup>1</sup> 34 C.F.R. §104.4(a)

<sup>2</sup> 42 U.S.C. §12112(a)

<sup>3</sup> 28 C.F.R. §35.107

<sup>4</sup> 28 C.F.R. §35.106; 34 C.F.R. §104.8

<sup>5</sup> 28 C.F.R. §35.170; 172

identification, evaluation, and placement under Section 504.<sup>6</sup> If a parent/guardian requests a Section 504 hearing, the parent/ guardian has the right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

#### *Request for Hearing*

A parent/guardian who wishes to challenge an action or omission with regard to the identification, evaluation, or placement of a student who has or is believed to have a disability as defined by Section 504, shall make an oral or written request for a due process hearing to the Section 504 coordinator. The request shall be submitted on or reduced to writing on a form provided through the Central Office.

#### *Impartial Hearing Officer*

The Superintendent or his/her designee shall appoint an impartial hearing officer to preside over the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a request for a due process hearing. The hearing officer will be hired as an independent contractor at no expense to the parent. The hearing officer that is appointed shall not be a current employee of the District and shall not be related to any member of the Board of Education. The hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may not be presented as an issue at the due process hearing since such an issue would not relate to the identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil Rights.

Office for Civil Rights  
U.S. Department of Education  
61 Forsyth St. S.W., Suite 19T10  
Atlanta, GA 30303-8927  
Telephone: 404-974-9406; TDD: 877-521-2172  
Email: OCR.Atlanta@ed.gov

#### *Scheduling of Hearing*

The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her appointment and provide this information in writing to the parent/guardian and the Section 504 coordinator. The hearing shall take place at a mutually agreeable time and place.

#### *Continuances*

Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the hearing date and set a new hearing date.

#### *Legal Representation at Hearing*

If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must inform the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7) calendar days prior to the hearing date, or the hearing can be continued upon the coordinator's request.

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<sup>6</sup> 34 C.F.R. §104.36

### *Pre-Hearing Conference*

The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties' questions regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in person depending on the hearing officer's decision based on the convenience to both parties.

### *Dismissals*

If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section 504 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining the basis for such finding.

### *Hearing*

The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably limit testimony and introduction of exhibits for reasons of relevance.

### *Recording*

Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be video recorded. The District shall provide a copy of the recording to the parent/guardian upon request. In order for an accurate recording to be made, the parties and witnesses shall introduce themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing officer to a court of competent jurisdiction, the District shall prepare a written transcript of the hearing to be offered to the court as an exhibit.

### *Witnesses*

Witnesses will present their information in narrative form, without the traditional question and answer format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request that the hearing officer, at his/her discretion, ask a witness a certain question.

### *Format of Presentation*

Each side will have an equal amount of time to present their positions as determined by the hearing officer. The parent/guardian will present his/her case first by making an opening statement outlining the issues, calling witnesses, and making a closing argument. The District will present its side next. At the end of the District's presentation, the parent/guardian may offer a short response. Each side may present personally or through their representatives.

### *Submission of Exhibits*

As part of their presentations and at the discretion of the hearing officer, the parties may submit any reports, evaluations, correspondence, notes, or any other documents that may support their positions. Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her review, as well as the number of witnesses and the length and/or scope of their presentations or statements.

### *Closing Arguments*

The hearing officer may allow or request written closing arguments summarizing and characterizing the information presented at the hearing.

### *Decision*

The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under advisement and issue a written opinion. Such decision shall address all of the issues raised by the parent/ guardian as well as any corrective actions, if any, the District must take. Any issue or claim raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision will be deemed to have been denied. The decision must be issued within forty-five (45) days after the date the Request for a Due Process Hearing is received by the district. The hearing officer may not award attorneys' fees as a part of the relief granted to a parent/guardian or the district.

### *Review Procedure/Appeal*

If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of the decision in a court of competent jurisdiction.

## **POLICY XXXX: Security**

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

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

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

The principal shall call law enforcement officials in cases involving illegal entry, theft, or vandalism.

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

The Superintendent or his/her designee, is authorized to sign a criminal complaint and to press charges against perpetrators for vandalism on school property.

### School Policing

The Board may enter into a memorandum of understanding (“MOU”) with the chief of a law enforcement agency to provide school policing. Any MOU shall address, at a minimum, the following issues:<sup>2</sup>

1. Any School Resource Officer (SRO) assigned under a MOU must be in compliance with all laws, regulations, and rules of the Police Officer Standards and Training Commission at the time of assignment and remain compliant throughout the tenure of his or her assignment;
2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall participate in a minimum of sixteen (16) hours of training specific to school policing. All training programs shall be approved by the Peace Officers Standards and Training Commission.
3. Any SRO assigned under the MOU remains an employee of the law enforcement agency, subject to that agency’s direction, control, supervision, and discipline.
4. No officer shall be assigned to a school or continue in such assignment without the consent of the Superintendent.
5. In the event that more than one SRO is assigned to a school system, the law enforcement agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The duties of the senior SRO, however designated, shall include, but not be limited to, the following:

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

<sup>2</sup> T.C.A. §49-6-4217

- a. To represent and carry out the policies of the law enforcement agency assigning the SROs.
  - b. To supervise the SROs in the performance of their duties;
  - c. To consult with the Superintendent regarding the best use of the available resources for school policing; and
  - d. To resolve disputes between the SROs and students or faculty members.
6. The MOU may be effective for any length of time, including continuing until terminated by the parties, and may contain any reasonable notice requirement for the termination of the MOU. However, the MOU shall contain a provision allowing the Superintendent to suspend the active participation of the SROs in the event that the Superintendent believes that such suspension is best for the health, safety, and/or well-being of the students and/or faculty members.

## **Policy XXXX: Sick Leave**

Professional personnel shall earn one (1) day of sick leave for each month employed during the school year, and these days shall accumulate for an unlimited number of days.<sup>1</sup> Support personnel shall earn one (1) day of sick leave for each month employed.

Sick leave shall be defined as: illness of a certified employee from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the certified employee's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.<sup>2</sup>

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the Superintendent and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal.

A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay.<sup>3</sup> The principal shall notify the Human Resources office at once if an employee is sick beyond the limit of his/her sick leave accumulation.

Sick leave for maternity purposes may be taken during the period of physical disability only. A certified employee may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are teachers, only one parent may request leave. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.<sup>4</sup>

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<sup>1</sup> T.C.A. §49-5-710

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

<sup>3</sup> T.C.A. §49-5-710

<sup>4</sup> T.C.A. §49-5-710

## **POLICY XXXX: Staff Time Schedules**

### Work Schedules

The workday for full-time staff will be a minimum of seven hours and thirty minutes<sup>1</sup> and will continue until professional responsibilities to the student and the school are completed. Administrative meetings, curriculum development, student supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Teachers shall be allotted a duty-free planning period of two and one-half (2 1/2) hours each week to provide time for planning, preparation for effective teaching and attention to major program improvement.<sup>2</sup> Work schedules for other employees will be defined by the Superintendent or his/her designee, consistent with the Fair Labor Standards Act and provisions of this policy.

### Workweek Defined

Working hours for all employees not exempted under the Fair Labor Standards Act,<sup>3</sup> including secretaries and cafeteria, janitorial, and maintenance personnel, will conform to federal and state regulations. The Superintendent will ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors will make every effort to avoid circumstances which will require non-exempt employees to work more than forty (40) hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.

### Overtime and Compensatory Time<sup>4</sup>

The Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of their supervisor. All overtime work must be expressly approved in writing by the Superintendent or his/her designee. All supervisory personnel must monitor overtime on a weekly basis and report such time to the Superintendent or his/her designee. Principals and supervisors will monitor employees' work, will ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed, and will ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than forty (40) hours in a workweek. Accurate and complete time sheets of actual hours worked during the workweek will be signed by each employee and submitted to the Chief Financial Officer. The Chief Financial Officer will review work records of employees on a regular basis to make an assessment of overtime use.

In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for one hour of overtime worked, if such compensatory time (1) is pursuant to an agreement between the employer and employee reached before overtime work is performed, and (2) is authorized by the immediate supervisor.

Employees will be allowed to use compensatory time within a reasonable period after requesting such use if the requested use of the compensatory time does not unduly disrupt the

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

<sup>2</sup> TRR/MS 0520-1-3-.03; T.C.A. §49-1-302

<sup>3</sup> 29 C.F.R. §553.20-23

<sup>4</sup> 29 C.F.R. §54.204; 29 C.F.R. §541.303

operation of the school division. Employees may accrue a maximum of 240 compensatory time hours before they will be provided overtime pay at the rate earned by the employee at the time the employee receives such payment. In addition, upon leaving the school division, an employee must be paid for any unused compensatory time at the rate of not less than the higher of (1) the average regular rate received by the employee during his/her last three (3) years of employment, or (2) the final regular rate received by the employee.

Non-exempt employees whose workweek is less than forty (40) hours will be paid at the regular rate of pay for time worked up to forty (40) hours. Such employees shall be provided overtime pay or compensatory time as provided for working more than forty (40) hours in a workweek. This policy shall be included in the staff handbook, however, employees will be provided with a copy of this policy and will be required to sign this policy to acknowledge their understanding of overtime and compensatory time provisions. Such signed policy shall be placed in the employee's personnel file and shall constitute the written agreement in this section.

#### Attendance Expectations

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

## **POLICY 6049: Student Solicitations and Fundraising**

School officials shall avoid exploiting students, whether by advertising or otherwise promoting products or services, soliciting funds or information, or securing participation in non-school related activities and functions. At the same time, schools shall inform and assist students in learning about programs, activities, or information which may be of help or service to them. To attempt a fair balance, the following general guidelines will apply:

1. Fundraising activities shall be for the purpose of supplementing funds for established school programs and not for supplementing funds which are the responsibility of the public.
2. Any commission payable by companies shall be paid in the form of reduced prices to the students or paid into the activity fund of the school for use by the school. No school employee shall personally benefit from any fundraising activity.
3. The principal must obtain written approval from the Superintendent or designee for all fund-raising activities that involve the participation of the general student population in the marketing process of the fundraising effort. All other fundraising activities must have written approval from the principal and comply with all administrative procedures issued by the Superintendent. The authorization request shall contain the following information:<sup>1</sup>
  - a. A list of the proposed fundraising activities;
  - b. Purpose of the fundraising activity;
  - c. Proposed uses of funds raised;
  - d. Expected student involvement in fundraising activity (school-wide or individual class or club); and
  - e. Margin of profit and how it is to be paid to the school.
4. The Superintendent shall determine whether or not the activity will benefit the school, contribute to the welfare of the student body and supplement, not replace, funds necessary to fulfill the Board's required contributions.
5. Students shall not be excused from a regular class to participate in a fundraising activity. No grade in a subject or course shall be affected by a student's participation in a fundraising activity.
6. No quotas shall be imposed on students involved and their efforts shall be voluntary. Students who do not participate in fundraising activities shall not be punished or discriminated against in any way.

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<sup>1</sup> *Tennessee Internal School Uniform Accounting Policy Manual; Section 4-21*

This policy shall not be construed as preventing a teacher from using instructional or informational materials even though the materials might include reference to a brand, a product, or a service.

## LOTTERIES

No fundraising activity shall be conducted which distributes prizes or makes awards to winners from among purchasers of chances by means of tickets or otherwise through a random drawing or other random selection process.

## **POLICY XXXX: Student Transportation Management**

School buses shall be maintained and operated in accordance with state law and State Board Rules and Regulations.<sup>1</sup>

The school transportation program shall be monitored daily by the principals and the manager of transportation and subjected to periodic evaluations by them as necessary.

All accidents, regardless of the damage involved, must be reported to the transportation manager, including incidents in which any part of the bus contacts any other object or vehicle.

The Superintendent shall develop procedures to ensure compliance with the statutory and regulatory requirements for the transportation program.

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<sup>1</sup> T.C.A. §49-6-2109; TRR/MS 0520-1-5

## **POLICY XXXX: Substitute Teachers**

Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1</sup> Substitute teachers may be employed and paid directly by the Bartlett City Board of Education or by a third party public or private employer through an agreement between such third party employer and the Board. Substitute teachers employed by third party entities shall be subject to the same unemployment benefit eligibility conditions as substitute teachers employed directly by the Board.<sup>2</sup>

### Application/Qualifications

Criminal history record checks and fingerprinting of applicants for substitute teaching are required.<sup>3</sup>

Applicants with revoked licenses or certificates according to the Department of Education shall not be hired.<sup>4</sup>

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

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

### Compensation

If employed directly by the Bartlett City Board of Education, the compensation of substitute teachers shall be determined annually by the Board.

### Certification

When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.<sup>5</sup> When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule.

Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement benefits, and may substitute for additional ninety (90) days if the Superintendent certifies in writing to the State Board of Education that no other qualified personnel are available to substitute teach.<sup>6</sup>

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<sup>1</sup> TRR/MS 0520-1-2-.04(6)

<sup>2</sup> T.C.A. §49-5-709

<sup>3</sup> T.C.A. §49-5-413

<sup>4</sup> T.C.A. §49-2-203(a)(15)

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

<sup>6</sup> T.C.A. §8-36-805(1)-(3)

### Emergency Needs

All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations. Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable to arrive on time or remain for the full day. Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay for both positions at the same time.

### Training and Orientation

The Superintendent shall be responsible for ensuring that there are appropriate training and development programs for substitute teachers.

### Responsibilities

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

### Re-Employment and Termination

On an annual basis, the Superintendent, with input from the principals, shall determine which substitute teachers performed at an acceptable level. Substitute teachers who performed below an acceptable level shall not be re-employed.

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

# **POLICY 4015: Textbooks**

## **SELECTION<sup>1</sup>**

The selection of textbooks shall be completed according to the laws and policies required by the State of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with the local textbook selection committees subject to approval by the Board. The Superintendent shall establish a procedure for providing citizens of the community with an opportunity to examine proposed textbooks prior to their final adoption,<sup>2</sup> including public notice of time and location at which textbooks may be examined. Once the proposed textbooks have been approved by the Board, the Superintendent shall post the list of all approved textbooks and instructional materials on the school system's website and send a copy of the list to the commissioner of education.

## **COMPLAINTS & RECONSIDERATION**

The Superintendent shall develop forms and procedures to enable citizens to file complaints regarding the selection or content of approved textbooks. Following the conclusion of this administrative process, a complainant may appeal an outcome to the Board.

## **DISTRIBUTION**

The Superintendent shall designate an employee to be responsible for the purchase and distribution of textbooks in each school. The principal shall be responsible for seeing that each student receives the required textbooks at no cost to the student.

## **CARE OF TEXTBOOKS**

Textbooks are property of the Board and must be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. Parents are to sign an agreement stating they shall be responsible for the textbooks received and used by students.

The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed books:

<b>Age of Book</b>	<b>Amount Collected</b>
1 - 2 years	100% of replacement cost
3 - 4 years	75% of replacement cost
5 or more years	50% of replacement cost

The Board shall approve and periodically review a schedule of fines for damaged books. In cases where the book is damaged to the extent it is no longer useable, the amount collected shall conform to the reimbursement schedule for lost books. A fine may only be assessed in cases where the pupil or parent damages, loses or defaces the textbook either through willful intent or neglect.<sup>3</sup>

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<sup>1</sup> T.C.A. §49-6-2207(c)(f); T.C.A. §49-6-2202(d)

<sup>2</sup> 20 U.S.C. §1232(h)(a); T.C.A. §49-6-7003

<sup>3</sup> T.C.A. §49-3-310(1)(C)

Following an interview with parties and an investigation, if needed, the principal may assess the appropriate fine and notify the parents in writing.

The principal may include with the notice a provision stating that failure to pay the fine imposed within a reasonable time may result in the imposition of one of the following sanctions:<sup>4</sup>

1. Refusal to issue any additional textbooks until restitution is made;
2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made;

The principal may waive the assessment of fines when in his/her judgment the student is the victim of uncontrollable circumstances and not responsible for the damages.

### INSPECTION

A list of textbooks used by the schools shall be revised annually by building administrators under the direction of the Superintendent. Textbooks shall be available for inspection by parents/guardians upon request, and the Superintendent shall develop procedures for the inspection of materials and distribute these procedures to each principal.<sup>5</sup>

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<sup>4</sup> T.C.A. §49-3-310(1)(B)

<sup>5</sup> 20 U.S.C. §1232h(a); T.C.A. §49-6-7003

## **Policy 2011: Student Activity Funds Management**

### Individual Schools

The activity funds of each school shall include athletic and student organization funds and any other fund belonging to any student group, class, or activity.

Whatever the source, all student activity funds shall be under the jurisdiction of the Bartlett City Board of Education and under the specific control of the school principal. Contracts with fund-raising agencies must comply with Board policy and be approved in writing by the Superintendent.

Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be subject to disciplinary action.<sup>1</sup>

Student activity funds shall be deposited in respective school activity accounts. Proper records of receipts and disbursements shall be maintained in accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*.<sup>2</sup>

Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in writing by both the activity group sponsor and the principal.<sup>3</sup>

An annual audit of the account and records of all student activity funds shall be conducted as a part of the audit of all other district funds.<sup>4</sup>

Any unencumbered class or activity funds automatically revert to the general activity fund of the school when a class graduates or an activity is discontinued.

Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations or other support organizations are not subject to this policy, unless such funds are in sole custody of the school.<sup>5</sup> Such organizations shall comply with the provisions of state law.<sup>6</sup>

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<sup>1</sup> *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-31; 4-32

<sup>2</sup> T.C.A. §49-2-110(a)

<sup>3</sup> *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-1 through 4-3

<sup>4</sup> T.C.A. §49-2-112(a)(1)(2)

<sup>5</sup> T.C.A. §49-2-110(f)

<sup>6</sup> T.C.A. §49-2-601 through 611

## **Policy 2012: School Support Organizations (SSO's)**

### **INTRODUCTION**

Only a group or organization that has entered into a written cooperative agreement with the Board may use the name, mascot, or logo of a school or the District to solicit or raise money, materials, property, securities, services, or other things of value.<sup>1</sup>

### **REPORTING AND RECORDS**

The Superintendent or his/her designee shall annually post a list of organizations that are recognized as school support organizations on the District website. Any forms, annual reports, or financial statements submitted shall be open to public inspection as a public record.

### **PROCEDURES**

The Superintendent shall create procedures to oversee the relationship between the Board and any school support organization. These procedures shall include, at a minimum, the following:

1. Any agreement between the Board and a school support organization shall be in writing and signed by the Superintendent or his/her designee and an authorized agent of the school support organization seeking authorization. This agreement shall contain, at a minimum, the following provisions:
  - a. An agreement to abide by any policies and procedures regarding school support organizations; and,
  - b. An agreement to indemnify the Board, the Superintendent, and all other agents of the District for the actions of the school support organization.
2. Prior to entering into any agreement, a school support organization shall submit the following to the Superintendent or his/her designee:
  - a. Documentation confirming the school support organization's status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation;
  - b. A written statement of the goals and objectives of the group or organization;
  - c. The principal contact telephone and address, as well as the telephone number, address, and position of each officer of the group or organization; and,
  - d. A copy of the school support organization's written policy specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, securities, services, or other things of value collected or disbursed by it, including but not limited to, a two signature method for issuing checks.
3. The Superintendent shall designate a date prior to the beginning of the regular school year for the school support organization to submit a form to the Superintendent or his/her designee which verifies the information previously provided by the school support organization is correct or, if the information is no longer correct, that date shall be the deadline for any corrections.
4. The school support organization shall abide by all applicable Federal, State and local laws, ordinances and regulations in its activities.
5. The school support organization shall maintain a copy of its charter, bylaws, minutes, and documentation of its recognition as a nonprofit organization.

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<sup>1</sup> T.C.A. §49-2-601, *et seq.*

6. The school support organization shall maintain financial records for a period of at least four (4) years.
7. The school support organization shall operate within the applicable standards and guidelines set by a related state association, if applicable, and shall not promote, encourage or acquiesce in any violation of student or team eligibility requirements, conduct codes or sportsmanship standards.
8. The school support organization's officers shall ensure that school support organization funds are safeguarded and are spent only for purposes related to the stated goals and objectives of the organization.
9. The school support organization shall obtain the approval of the Superintendent or his/her designee before undertaking any fundraising activity. The Superintendent or his/her designee shall consider, at a minimum, the following when approving or denying a request by a school support organization to engage in a fundraising activity:
  - a. Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of the District or an individual school within the District; and,
  - b. Whether the fundraising activity is consistent with the goals and mission of the school or District.
10. The school support organization shall provide access to all books, records, and bank account information for the school support organization to officials of the Bartlett City Board of Education, local school principal, or auditors of the Office of the Comptroller of the Treasury upon request.
11. A school representative cannot act as a treasurer or bookkeeper for a school support organization, or be a signatory on the checks for a school support organization. A majority of the voting members of any school support organization board should not be composed of school representatives.

The Superintendent may enact procedures to suspend or revoke the authorization of any school support organization for a failure to abide by the policies and procedures regarding school support organizations.

### **OPERATION OF A SCHOOL BOOKSTORE**

The principal of a school may enter into an agreement with a recognized school support organization for the operation of a bookstore located on school grounds, which makes direct sales to students and faculty, pursuant to procedures promulgated by the Superintendent. These procedures shall provide, at a minimum, the following:

1. One hundred percent (100%) of the profits of the operation of the bookstore are used for support of the school; and
2. The school support organization provides the school with the relevant collection documentation that would have been required pursuant to the provisions of the manual produced under § 49-2-110 for student activity funds.

The Superintendent may provide such other procedures and forms as he or she deems necessary.

### **CONCESSIONS AND PARKING**

The Superintendent or his/her designee may agree to allow an authorized school support organization to operate and collect money for a concession stand or parking at a related school

academic, arts, athletic, or social event on school property. Any money payable to the school pursuant to the agreement with the principal will be considered school support group funds and not student activity funds if the school support organization provides the school with the relevant collection documentation required by the student activity funds manual produced by the State.

## **Policy 1028: Use of School Name**

Bartlett City Schools district name, logos, and school names and logos are property of Bartlett City Schools. Use or reproduction of the aforementioned property without the written permission of the Board and/or Superintendent is prohibited.