

BARTLETT CITY BOARD OF EDUCATION
BARTLETT CITY SCHOOL BOARD BUSINESS MEETING TEMPLATE
BUSINESS MEETING AGENDA BARTLETT CITY HALL - COUNCIL CHAMBERS
6400 STAGE ROAD, BARTLETT
PO Box 341148
Bartlett, TN 38134
October 22, 2015
7:00 PM

INVOCATION

PLEDGE OF ALLEGIANCE

CALL TO ORDER & ROLL CALL

Official Business of the Day

SPECIAL PRESENTATIONS

PUBLIC COMMENT

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

September 24, 2015 Board Business Meeting Minutes

REPORTS

Chairman's Report

Superintendent's Report

General Counsel's Report

Tennessee Legislative Network (TLN) Representative Report

Financial Report

UNFINISHED BOARD BUSINESS

BOARD ACTION ITEMS

New Board Business

2015-2016 Healthy Schools Program Memorandum of Understanding (MOU)

The 2015-2016 Healthy Schools Program Memorandum of Understanding (MOU) passed with a motion by Mr. David Cook and a second by Mr. Jeff Norris.

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

Contract for Youth Villages Professional Development Coach for Neglected & Dependent Programs

The Contract for Youth Villages Professional Development Coach for Neglected & Dependent Programs passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

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

Memorandum of Understanding (MOU) between the Bartlett City Board of Education and the Bartlett Police Department

The Memorandum of Understanding (MOU) between the Bartlett City Board of Education and the Bartlett Police Department passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

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

BCS Budget Amendment

The BCS Budget Amendment Resolution 3-3 passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

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

Bartlett City Schools Textbook Committee

The Bartlett City Schools Textbook Committee passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

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

POLICY 2014: Personal Property Sales NEW/FIRST READING

POLICY 2014: Personal Property Sales NEW/FIRST READING passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

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

POLICY 5002: Equal Employment Opportunity REVISED/FIRST READING

POLICY 5002: Equal Employment Opportunity REVISED/FIRST READING passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

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

POLICY 5003: Application and Employment REVISED/FIRST READING

POLICY 5003: Application and Employment REVISED/FIRST READING passed with a motion by Bryan Woodruff and a second by Mrs. Shirley Jackson.

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

POLICY 5005: Acquired Immune Deficiency Syndrome (AIDS) REVISED/FIRST READING

POLICY 5005: Acquired Immune Deficiency Syndrome (AIDS) REVISED/FIRST READING passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

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

POLICY 5008: Classification and Qualifications REVISED/FIRST READING

POLICY 5008: Classification and Qualifications REVISED/FIRST READING passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

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

POLICY 5013.1: Emergency and Legal Leave REVISED/FIRST READING

POLICY 5013.1: Emergency and Legal Leave REVISED/FIRST READING passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

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

POLICY 5013.2: Personal and Professional Leave REVISED/FIRST READING

POLICY 5013.2: Personal and Professional Leave REVISED/FIRST READING passed with a motion by Mr. Jeff Norris and a second by Mr. David Cook.

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

POLICY 5014: Long Term Leaves of Absence REVISED/FIRST READING

POLICY 5014: Long Term Leaves of Absence REVISED/FIRST READING passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

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

POLICY 5014.3: Physical Assault Leave REVISED/FIRST READING

POLICY 5014.3: Physical Assault Leave REVISED/FIRST READING passed with a motion by Mr. David Cook and a second by Bryan Woodruff.

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

POLICY 5019: Nonrenewal REVISED/FIRST READING

POLICY 5019: Nonrenewal REVISED/FIRST READING passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

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

POLICY 5020: Resignation REVISED/FIRST READING

POLICY 5020: Resignation REVISED/FIRST READING passed with a motion by Mr. David Cook and a second by Bryan Woodruff.

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

POLICY 5033: Staff Time Schedules REVISED/FIRST READING

POLICY 5033: Staff Time Schedules REVISED/FIRST READING passed with a motion by Mrs. Shirley Jackson and a second by Mr. Jeff Norris.

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

POLICY 6015: Attendance and Non-Resident Students REVISED/FIRST READING

POLICY 6015: Attendance and Non-Resident Students REVISED/FIRST READING passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

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

POLICY 6019: Transfers Within the System REVISED/FIRST READING

POLICY 6019: Transfers Within the System REVISED/FIRST READING passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

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

2015-2016 Bartlett City Schools District Safety Plan

2015-2016 Bartlett City Schools District Safety Plan passed with a motion by Bryan Woodruff and a second by Mr. Jeff Norris.

Ms. Erin Berry: Absent, 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, September 24, 2015

Bartlett City Hall-Council Chambers
6400 Stage Road, Bartlett
7:00 PM

INVOCATION AND PLEDGE OF ALLEGIANCE

Vice Chairman Bryan Woodruff said a prayer and led the Pledge of Allegiance.

CALL TO ORDER & ROLL CALL

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

Vice-Chairman Bryan Woodruff led the meeting in the absence of Chairman Jeff Norris. He called the meeting to order at 7:00 p.m. The following Board Members were present:

Ms. Erin Berry
Mr. David Cook
Mr. Bryan Woodruff

Absent:

Mrs. Shirley Jackson
Mr. Jeff Norris

SPECIAL PRESENTATIONS

CIPA/eRate Presentation

The Universal Service Administrative Company (USAC) E-Rate program requires that a public hearing be completed to inform the public of the Bartlett City Schools CIPA Compliance Internet Policy for students. Bartlett City Schools Policy 1021: Use of the Internet and Internet Safety and Bartlett City Schools Policy 6002: Student Discrimination, Harassment, Bullying, and Cyber-Bullying and Intimidation are open for public comment and hard copies are available for review during today's regular Business Meeting of the Bartlett City Board of Education. Joey Mitchell, BCS Technology Coordinator, presented a PowerPoint re: Children's Internet Protection Act (CIPA) which is included in the minutes.

PUBLIC COMMENT

- *Anne Grosvenor - 7148 Shady Oaks Drive - Bartlett*
RE: Request meetings be videotaped and posted online

APPROVAL OF AGENDA

Vice-Chairman Woodruff made the motion to add an agenda item under New Board Business as #4 Contract for Advance Therapy Services. Mr. David Cook seconded the motion. All Board Members responded aye and the agenda was amended. Chairman Woodruff made the motion to approve the agenda as amended. Mr. David Cook seconded the motion. All Board Members responded aye and the amended agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

August 27, 2015 Board Business Meeting Minutes

Motion Passed: The August 27, 2015 Board Business Meeting Minutes passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

REPORTS

Chairman's Report

Vice-Chairman Bryan Woodruff attended a meeting earlier in the week at Rivercrest Elementary with real estate agents from Crye-Leike. The agents were provided an update on the BCS system and received details on the STEAM program at Rivercrest.

Superintendent's Report

- I meet yesterday with Clark Knight, Shared Services/CTE and John Threadgill, Bartlett Chamber, regarding dual enrollment opportunities at South West Community College.
- I will meet with John Threadgill next week to discuss how the Bartlett Chamber could partner to meet the marketing need for BCS.
- I am so proud of Dr. Lee-Ann Kight, Joey Mitchell, our principals and our technology staff on a great start to our 1:1 roll out.
- We had a great district learning day last week. I appreciate the hard work of Dr. Kight's team of Kristy Ford, Katie McCain, Sarah Huffman and Amy Reed.
- CFO Teresa Winter's team is in the middle of the Audit.
- Our 20 Day enrollment total is 8686 which we had projected 8700. Nedra Jones, Shared Services/Planning did a great job with projecting our enrollment. Korrie White, Director of Student Services did a great job beginning the on-line registration and InfoSnap this year.
- I was in Jackson earlier today with the TN Department of Education and a team of our staff to go over the new testing and accountability model. Dr. Kight will be presenting at our October work session.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No report

Financial Report

The August 2015-2016 Financial Report was reviewed for the record. It is not a voting item.

UNFINISHED BOARD BUSINESS

Policy 3001: Business Operations Goals NEW/SECOND Reading

Motion Passed: The SECOND Reading of NEW Policy 3001: Business Operations Goals passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

Policy 3002: Emergency Closings REVISED/SECOND Reading

Motion Passed: The SECOND Reading of Policy 3002: Emergency Closings as REVISED passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

Policy 3003: Authorized Use of School-Owned Materials REVISED/SECOND Reading

Motion Passed: The SECOND reading of Policy 3003: Authorized Use of School-Owned Materials as REVISED passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

Policy 3013: Architectural Design Commissions REVISED/SECOND Reading

Motion Passed: The SECOND Reading of Policy 3013: Architectural Design Commissions as REVISED passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

BOARD ACTION ITEMS

New Board Business

Contract Recommendation for Audit of Student Activity Funds for 2015-16

Motion Passed: The Contract Recommendation for Audit of Student Activity Funds for 2015-16 passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

Textbook Certification of Compliance with Tennessee Code Annotated Section 49-3-310(1)(A)

Motion Passed: The Textbook Certification of Compliance with Tennessee Code Annotated Section 49-3-310(1)(A) passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

Dismissal Hearing Officers List

Motion Passed: The Dismissal Hearing Officers List passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

Advance Therapy Services Contract

Motion Passed: The Advance Therapy Services Contract passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

ADJOURNMENT

The meeting adjourned at 7:30 p.m.

Jeff Norris
Chairman

David A. Stephens
Superintendent



Children's Internet Protection Act (CIPA)

Public Hearing Compliance Meeting
September 24, 2015

Presented by Joey Mitchell, Technology Coordinator

CIPA Overview

- The Children’s Internet Protection Act (**CIPA**) was enacted by Congress in 2000 to address concerns about children’s access to obscene or harmful content over the Internet.
- CIPA imposes certain **requirements** on schools or libraries that receive discounts for Internet access or internal connections through the **E-rate program** – a program that makes certain communications services and products more affordable for eligible schools and libraries.
- Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they **certify that they have an Internet safety policy that includes technology protection measures.**

CIPA Requires 3 Things

- 1. Enact an Internet safety policy that includes technology protection measures (*BCS Policy #1021*)
 - The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors)
 - Bartlett City Schools' Internet Service Provider provides a comprehensive filtering solution (*ENA WebSafe*) as part of our service
 - Filtering is based on over 50 industry standard categories that organize websites by subject matter/content
 - BCS has the ability to “whitelist” or “blacklist” sites based on our users experiences/needs
 - Key administrators are provided **Authorized Override** capability to bypass category restrictions when needed

CIPA Requires 3 Things

- 2. The Internet safety policy must include monitoring the online activities of minors (*BCS Policy #1021*)
- BCS monitors Internet traffic through Internet Service Provider ENA tools and local *Intermapper* software
- Student machines have a “**locked down**” image that prevents the unauthorized deleting of files, logs, etc.
- All computers are **accessible** by District office personnel using products such as *Bomgar, Apple Remote Desktop, Microsoft Remote Desktop, and FileWave Engage*
- Products like *Bomgar, Apple Remote Desktop, Microsoft Remote Desktop, and FileWave Engage* allow authorized personnel to **take control** of machines to view activity
- Computer labs are arranged so the supervising teacher can **easily view screen content**
- Network Authorized Override notices are sent to the Network Administrator

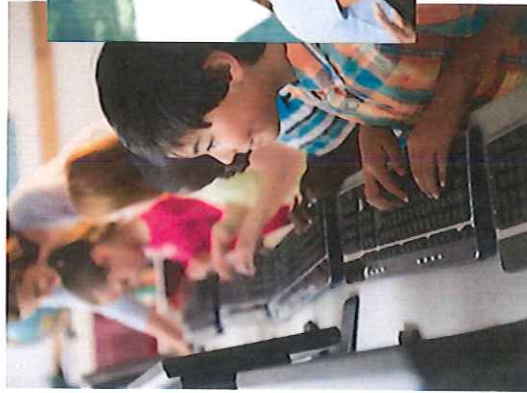
CIPA Requires 3 Things

- 3. As required by the Protecting Children in the 21st Century Act, the Internet safety policy must provide for educating minors about appropriate online behavior (*BCS Policies #1021 & 6002*)
 - Including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response
 - BCS provides a comprehensive Internet Safety curriculum called *iSafe* that librarians, counselors, & teachers use with students in grades K-12
 - Additional resources are provided on the District Website for both teachers and parents to supplement the *iSafe* Curriculum
 - Student Services Counseling Specialist provided bullying/cyberbullying training to counselors at the end of last year with re-delivery this 1st Quarter
 - Ongoing employee professional development and student lessons are provided throughout the year
 - Each student receives a copy of the **Student-Parent Handbook** that outlines the BCS policy on bullying/cyber-bullying

Additional Information

- Require students (parents) sign a **Student Acceptable Use of Network and Electronic Media User Agreement and Parent/Guardian Form** that outlines responsibilities, rules, and sanctions
- BCS **highlights** an Internet Safety **resource** right on the front page of the District website
- Utilize **“geo-fencing”** of particularly troublesome websites/services
- District personnel are made available to conduct **parent awareness meetings** throughout the community
- Provide **antivirus** software that helps prevent malware and viruses that might capture personal, identifying information, if visible
- Implementation of **“Tip Line”** – safe, confidential tip reporting as part of our Blackboard Connect App

Questions or Comments



Joey Mitchell, Technology Coordinator
Bartlett City Schools
901-255-0855, ext 229
jmitchell@bartlettschools.org

POLICY 2014: Personal Property Sales

When equipment, books, materials, and other personal property no longer have an intended use by the district or are no longer capable of being used because of condition, the Board shall declare them surplus property and authorize their disposal.¹ The Superintendent shall prepare a list of unusable items which shall contain the following information: name of item, date of purchase, and reason for disposal.

All items which have a value above \$250.00 shall be sold to the highest bidder after advertising in a local newspaper of general circulation at least seven (7) days prior to the sale.

Surplus property which has no value or has a value of less than \$250.00 may be disposed of without the necessity of bids. In order for such disposal without bids, the principal of the school or the appropriate director with the surplus personal property, the Superintendent, and the Chairman of the Board must all agree that the property is worth less than \$250.00 in value.

If reasonable attempts to dispose of surplus property fail to produce monetary return to the district, the Superintendent or his/her designee shall authorize disposal in one of the following manners:

1. Remove salvageable parts
2. Take material to the county dump
3. Document description and disposal date

Other city agencies shall be made aware of surplus property in order to determine if they have a need for items deemed surplus by the Board.

Disposition of Equipment Purchased with Federal Dollars²

When equipment that was purchased with federal dollars is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment shall be made as follows:

1. Items with a current per-unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency.
2. Items with a current per-unit fair market value in excess of \$5,000 may be retained or sold, and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

¹ T.C.A. §49-6-2006; T.C.A. §49-6-2007; T.C.A. §49-6-2208; T.C.A. §12-2-403(a)

² EDGAR Title 34, Part 80.32(e)

POLICY 5002: Equal Employment Opportunity

The Bartlett City Board of Education is committed to engaging in fair and sound employment and personnel practices. Bartlett City Schools does not discriminate on the basis of race, creed, color, national origin, religion, sex, age, ~~or~~ disability, or veteran status in the admission or access to, or treatment or employment in, its programs and activities.¹ Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to members of all races, creeds, genders, religions, national origins, and individuals with disabilities with regard only for qualifications for the position in question.

The Superintendent shall take action to prevent and/or correct any practice which may cause discrimination in employment and personnel policy.

¹ U.S. Constitution, Amendment XIV; Title VI, Civil Rights Act of 1964; Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of Rehabilitation Act of 1973; 42 U.S.C. §12101-12213.

POLICY 5003: Application and Employment

Bartlett City Schools does not discriminate in employment or recruitment practices on the basis of race, color, national origin, religion, sex, age, or disability in compliance with state and federal law.¹ Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to members of all races, creeds, genders, religions, national origins, and individuals with disabilities with regard only for qualifications for the position in question.

Application

An individual desiring a position with the Board shall make application to the Superintendent on forms developed by his/her office. In an effort to ensure the safety and welfare of students and staff, Bartlett City Board of Education shall require criminal history background check and fingerprinting of all applicants for positions that require proximity to children, including both full-time and part-time, certified and classified.² This requirement further extends to all applicants for athletic coaching positions. Hiring decisions are contingent upon satisfactory results of such checks.

Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported for prosecution.³

Any costs incurred in conducting a background check and fingerprinting shall be paid by the applicant upon hiring.⁴

Professional-Certified Employees

The application must include a transcript of credits earned at the colleges or universities attended along with references from persons such as previous employers, college professors, and supervisors of student teachers. Other information shall include whether such applicant has been dismissed for cause from a school system/district. If previously employed by a local board of education, the applicant shall provide evidence of acceptable resignation.

No person shall be employed:

1. Who does not hold a valid license to teach from the State Board of Education⁵ and the appropriate highly qualified status, if required;
2. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;⁶

¹ U.S. Constitution, Amendment XIV; Title VI, Civil Rights Act of 1964; Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of Rehabilitation Act of 1973; 42 U.S.C. §12101-12213.

² T.C.A. §49-5-406(a)(1)

³ T.C.A. §49-5-406(a)(2)(A)

⁴ T.C.A. §49-5-413(c)

⁵ T.C.A. §49-5-403; T.C.A. §49-5-101

⁶ T.C.A. §49-5-404; TRR/MS 0520-1-3-.08(2)(f)

3. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;⁷
4. Who fails to make a full and accurate disclosure of any prior criminal record ~~or~~ any prior dismissals from employment for cause;
5. Who does not receive a satisfactory background check; or
6. Who has not complied with the Immigration Reform and Control Act of 1986.

Support Classified Employees

No person shall be employed:

1. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;
2. Who has not complied with the Immigration Reform and Control Act of 1986;⁸
3. Who fails to make a full and accurate disclosure of any prior criminal record ~~and or~~ any prior dismissals from employment for cause; or
4. Who does not receive a satisfactory background check.

Employment

Initial Employment

Upon initial employment, the Superintendent shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall have fourteen (14) days to accept or reject, in writing, the offered employment. From the date of the written acceptance, such person is considered to be under employment with the Board and is subject to all rights, privileges and duties.

Professional-Certified Employees

After checking references and receiving written recommendations, the Superintendent shall hire and assign qualified applicants.⁹

Support Classified Employees

⁷ T.C.A. §49-5-405

⁸ Immigration Reform and Control Act of 1986

⁹ T.C.A. §49-2-301(b)(1)(J)(L)(EE); T.C.A. §49-2-303(b)(3)

After checking references and receiving written recommendations from principals and/or supervisors, the Superintendent shall hire and assign qualified applicants. Each support employee shall be advised of the required probationary period.

Self Reporting While Employed

All BCS Eemployees, including part-time, temporary, contracted, and substitute personnel, are required to report arrests and/or criminal convictions that occur after initial employment to the Superintendent or his/her designee within forty-eight (48) hours of the arrest and/or conviction. Employees must also notify the Superintendent or his/her ~~d~~Designee immediately if the Department of Children's Services (DCS) has named-indicated them as ~~an indicated~~ perpetrator of child abuse.

This policy applies to all BCS employees as a condition of initial and continued employment.

POLICY 5005: Acquired Immune Deficiency Syndrome (AIDS)

Liability and Non-Discrimination

The Bartlett City Board of Education does not discriminate on the basis of infection with HIV or association with an individual who has contracted HIV. No employee who is diagnosed with HIV infection or AIDS shall be prevented from continuing their employment, and no disciplinary action may be taken against an employee solely on the basis of HIV infection or AIDS. An employee diagnosed with HIV infection or AIDS may work as long as he or she is able to perform essential functions of his or her position, with reasonable accommodation as may be necessary¹, and without posing risk to the health of students or other employees. The Board shall make reasonable accommodation to enable the employee to perform employment duties as may be required by state or federal law.

HIV/AIDS Testing

No employee shall be required to have any blood tests or medical consultation to determine HIV status. This prohibition does not preclude school officials from requiring an employee to undergo an examination when other communicable disease is suspected.²

When it becomes known to the district that an employee has tested positive for HIV or has been diagnosed with AIDS or an HIV-related illness, the Superintendent may consult with the Board attorney on the appropriate course of action to pursue. The Superintendent shall initiate procedures which will ensure privacy and maintenance of all medically-related documents and information. an evaluation team, on a case-by-case basis, will be convened to determine employment status and conditions. A review of employment conditions will be made on a case-by-case basis by a team that will include the Superintendent or his designee, a physician or nurse designated by the Regional Health Officer, the employee, and the employee's physician.

Confidentiality

HIV related information is confidential regardless of the source, including whether the information is obtained intentionally or unintentionally or through oral, written, or electronic communication. Every employee has a duty to treat as highly confidential any knowledge or speculation concerning an individual's HIV status. HIV/AIDS information may not be released to anyone except³ shall remain on a "need to know" basis, and the Superintendent or his designee shall be responsible for all communications on AIDS.

1. Persons named on an Authorization for Release of Confidential HIV-Related Information Form
2. Persons listed on a court order
3. Persons authorized to receive such information without a release or court order according to T.C.A. §68-10-113

¹ State Board of Education Policy No. 5.300, HIV/AIDS Policy for Employees and Students of Tennessee Public Schools Revised, August 18, 2005

² 29 C.F.R. §1630.13(b)

³ T.C.A. §68-10-113

In all instances, district personnel shall respect the individual's right to privacy, treat any medical diagnosis as confidential information, and hold all medical information in the strictest confidence, ~~subject to situations that require disclosure pursuant to applicable law~~. HIV/AIDS status shall not be documented in the employee's personnel file and shall not be faxed.⁴ Under no circumstances shall information identifying an employee with AIDS be released to the public.

~~Infection Control~~ Universal Precautions

To prevent and manage exposure in the workplace, all employees, including newly hired staff, shall receive annual in-service training and education regarding HIV/AIDS and OSHA's Blood-borne Pathogen Standards. Training shall follow the most current Centers for Disease Control and Prevention (CDC) *Universal Precautions for Prevention of Transmission of HIV, Hepatitis B Virus, and Other Blood-borne Pathogens in Health Care Settings*. Measures, outlined in OSHA's Standard and necessary to eliminate or minimize the likelihood of employee exposure to ~~B~~ bloodborne pathogens, especially HIV, will be instituted as follows:

1. Development of a Bloodborne Pathogen Exposure Control Plan;
2. Training of all employees in universal precautions;
3. Determination of employee exposure risk status;
4. In-depth training of employees determined to be at risk for occupational exposure to bloodborne pathogens and the use of measures and equipment to reduce their risk for exposure;
5. Institution of engineering controls and work procedures to minimize risk;
6. Provision of personal protective equipment to protect employees during exposure incidents; and
7. Provision of HBV vaccination, and when required, boosters to employees at risk for occupational exposure to bloodborne pathogens during discharge of their normal duties and responsibilities.

The Bartlett City Board of Education will provide a post exposure medical evaluation for employees exposed to bloodborne pathogens during an exposure incident. Further medical treatment or counseling indicated by the post exposure medical evaluation will be supplied by the Bartlett City Board of Education.

Education and Training

Annually, the Superintendent shall ensure that all employees, including newly hired staff, receive current HIV training. These programs can utilize the educational/training resources of agencies or private institutions with personnel trained in the areas of HIV/AIDS prevention education. The Superintendent shall be responsible for developing, revising, and implementing administrative procedures for this policy. Additionally, the Superintendent shall be responsible for enforcing this policy by communicating and providing necessary instruction to all personnel.

⁴ State Board of Education Policy No. 5.300, HIV/AIDS Policy for Employees and Students of Tennessee Public Schools Revised, August 18, 2005; T.C.A. §68-10-113

POLICY 5008: Classification and Qualifications

Employment Classification

It is the policy of the Bartlett City Board of Education to classify its employees based on the following:

1. Regular Full-Time Employee – An individual who is not in a temporary or introductory status and who works a minimum of thirty (30) scheduled hours per week during a normal forty (40) hour work week.
2. Regular Part-Time Employee – An individual who is not assigned to a temporary or introductory status and who works less than thirty (30) scheduled hours per week during a normal forty (40) hour work week.
- ~~2.3.~~ Temporary Employee – An individual who is hired as an interim replacement to temporarily supplement BCS work forces or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration, and employment beyond any initially stated period does not in any way imply a change.
- ~~3.4.~~ Nonexempt Employee – An employee who is covered by the minimum wage, overtime, and timecard provisions of the Fair Labor Standards Act (Wage-Hour Law).
- ~~4.5.~~ Exempt Employee – An employee who is not covered by the minimum wage and timecard provisions of the Fair Labor Standards Act (Wage-Hour Law) and who is paid on a fixed salary basis.
- ~~5.6.~~ Professional-Certified Personnel – Employees whose employment status requires certification in accordance with the rules and regulations of the State Board of Education. It is the responsibility of this employee to secure a license and maintain its validity.
- ~~6.7.~~ Support-Classified Personnel – Employees whose employment status, regardless of the individual's education, training, experience, or licensure, does not require certification in accordance with the rules and regulations of the State Board of Education. Classified personnel are employees at will.

Employment Qualifications

Administrative and Supervisory Positions

To be considered for certificated administrative or supervisory positions, the applicant must show the following qualifications:

1. Professional teaching certification; and
2. Administrative or supervisory certification and experience in accordance with state law and State Board of Education rules and regulations in the appropriate area based on the minimum of a master's degree.

To be considered for ~~non-certificated-classified~~ administrative and supervisory positions, the applicant shall possess sufficient training and experience to perform the services required and such additional qualifications as the Board and the Superintendent shall determine.

Teaching Positions

No individual shall be employed in any teaching position unless and until such individual receives certification in accordance with the rules and regulations of the State Board of Education.

POLICY 5013.1: Emergency and Legal Leave

Emergency Leave

An immediate supervisor may grant an employee emergency leave during the workday for a sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as personal leave,¹ sick leave, or leave without pay. The employee who uses emergency leave shall confirm said leave on appropriate forms the day after returning to work.

Legal Leave

Jury Duty

If ~~a certified~~an employee summoned for jury duty is eligible for a postponement of jury service,² that employee shall request a postponement until a time outside the academic year so that disruption to the instructional year may be avoided. The following procedures shall regulate the leave for jury duty for ~~teachers~~Bartlett City Schools employees:

1. The ~~certified~~employee shall present written evidence that s/he had been summoned to serve on a jury; and
2. The ~~certified~~employee shall be entitled to the usual compensation, less the amount paid by the court, and shall suffer no loss in pay or leave days.³

Court Appearances

If ~~a certified~~an employee appears in state court because of a personal interest, whether as a plaintiff, defendant, or witness, or voluntarily appears ~~o~~in behalf of family or friends, or when a certified employee is required to appear in court either as a defendant or plaintiff in a civil case, personal leave or leave without pay shall be granted in accordance with established Board policies on leaves.

Any employee who is involuntarily subpoenaed as a witness in a case pending in any court will be paid for time in attendance in court, provided that the employee delivers a copy of the involuntary subpoena. Any employee who is absent to participate in the trial of a case either as a plaintiff or defendant will not be entitled to pay.

Classified Personnel

~~Classified personnel called for jury duty or who serve as court witnesses shall present the subpoena or other documents which give reporting instructions to their immediate supervisor. The employee shall obtain a form indicating the days served and the court pay to be received from the court's clerk for submitting to the payroll office. The employee shall receive the usual compensation less the amount paid by the court.~~³

¹ T.C.A. §49-5-711(c)(1)(2)

² T.C.A. §22-2-315(a)

³ T.C.A. §22-4-106(b)

POLICY 5013.2: Personal and Professional Leave

Personal and professional leave shall be granted in accordance with the laws of the State of Tennessee and the rules and regulations of the State Board of Education.

Certified employees shall earn personal and professional leave at the rate of one day for each half-year employed for a total of two (2) days per year. Any personal and professional leave remaining unused at the end of a year shall be credited to sick leave.¹

If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment.

Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in emergency, each employee shall give the principal at least one day's notice in writing of intent to take leave;
2. The approval of the principal [k1] of the school shall be required:²
 - a. If more than ten percent (10%) of the teachers in any given school request its use on the same day;
 - b. If requested during any prior established student examination period;
 - c. If requested on the day immediately preceding or following a holiday or vacation period;
 - d. If ~~personal leave is~~ requested for days scheduled for professional development or in-service training, according to a school calendar adopted by the Bartlett City Board of Education prior to the commencement of the school year; or
 - e. If ~~personal leave is~~ requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the Bartlett City Board of Education prior to the commencement of the school year.

Personal leave shall be taken and charged in at least one-half (1/2) day increments.[k2]

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by the City of Bartlett Mayor, City of Bartlett Board of Mayor and Aldermen, Shelby County Mayor, Shelby County Commission, or any Board approved equivalent.³

¹ T.C.A. §49-5-711; TRR/MS 0520-01-02-.04(3)

² T.C.A. §49-5-711(c)(1)

³ T.C.A. §49-5-205

Requests shall be submitted to the principal at least five (5) days prior to the requested leave of absence.

Pursuant to the laws of the State of Tennessee⁴ and notwithstanding any rule, Board policy, or administrative procedure to the contrary, all certified employees assigned to Bartlett schools as of May 23, 2014 and employed by Bartlett City Schools for the 2014-2015 school year shall retain all accrued personal and professional leave.

⁴ T.C.A. §49-5-203

POLICY 5014: Long Term Leaves of Absence^[k1]

Extended leaves of absence include those after all other applicable entitled leaves have expired or are impermissible. Examples include, but may not be limited to, extended leaves due to military service, legislative service, maternity, adoption, recuperation of health, educational improvements, or other sufficient reason.

All requests for extended leave shall be made in writing to the Superintendent. Requests shall be made at least thirty (30) days in advance (except in the case of an emergency) on forms provided by the Superintendent. The thirty (30) day notice may be reduced or waived by the Superintendent upon submission of a certified statement by a physician.¹ The application for leave forms shall require:

1. A description of the type of leave requested;
2. The requested dates for beginning and ending the leave; and
3. A statement of intent to return to the position from which leave is granted.²

The Superintendent shall act upon the request within fifteen (15) working days. The applicant shall be notified of the Superintendent's action, including the beginning and ending dates of any granted leave, in writing.³ All extended leaves shall be reported to the Board^[k2].

All leave granted in conformance with this policy shall be without pay except as may be covered by accumulated leave in the case of maternity and recuperative leaves.⁴ All long-term leaves except military leave shall be from a specific date to a specific date. However, any leave may be extended by the Superintendent upon written request from the employee. Employees shall have the opportunity to continue participation, at their own expense, in group insurance plans subject to restrictions of the insuring carrier.

Positions vacated for less than twelve (12) calendar months by teachers on leave shall be filled with an interim teacher during the period of leave. If the teacher returns within twelve (12) calendar months, the interim shall relinquish the position. If the leave exceeds twelve (12) months, the teacher shall be placed in a comparable position upon return. A reasonable accommodation may be explored for an employee who cannot return to work following twelve (12) months of leave due to a disability.

Any teacher on leave shall notify the Superintendent at least thirty (30) calendar days prior to the date of return if the teacher does not intend to return to the position from which he or she is on leave. Failure to give such notice will be considered breach of contract. Certified employees on extended leaves of absence may not accept employment elsewhere.

Recuperation of Health Leave

¹ T.C.A. §49-5-702

² T.C.A. §49-5-702

³ T.C.A. §49-5-703

⁴ Federal Family and Medical Leave Act of 1993; T.C.A. §4-21-408; T.C.A. §49-5-710

With regard to leaves of absence for the recuperation of health, the thirty (30) calendar day notice may be waived or reduced by the Superintendent upon submission of a certified statement by a physician. If the physician is unable to provide an estimated date of return, the leave will be granted for no more than eight (8) weeks for certified employees and four (4) weeks for classified employees; at which time the employee will be required to request an extension.

Unless required by law or other BCBE policy, the employee returning from leave may or may not return to the same position depending upon district needs. If leave for a classified employee exceeds twelve (12) months, the employee is not guaranteed a position, as such roles are dependent upon job availability and business needs. A reasonable accommodation may be explored for an employee who cannot return to work following twelve (12) months of leave due to a disability.

POLICY 5014.3: Physical Assault Leave

A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or other violent criminal acts committed in the course of the teacher's employment duties, shall receive workers' compensation or comparable benefits without loss of accumulated or granted sick, personal or professional leave.¹

Bartlett City Board of Education shall continue to pay the teacher's full benefits including, but not limited to, health insurance benefits, until the earlier of the date on which the teacher is released by the teacher's physician to return to work or the date on which the teacher is determined by the teacher's physician to be permanently disabled from returning to work.²

A signed statement listing the cause of the absence shall be provided by the employee's treating physician on forms furnished by the Superintendent and shall promptly be given to the immediate supervisor in support of all claims. A certificate from the physician on forms furnished by the Superintendent may also be required to periodically verify the extent of the injury and document continuing absences.³

Benefits shall be provided under the following conditions:

1. Employee promptly files an official complaint giving complete details of the physical attack with the Bartlett Police Department or any governmental agency having policy jurisdiction in the matter;
2. Employee must have been performing his or her duties in a reasonable and prudent manner;
3. The physical assault must not have been provoked by the employee; and
4. The Board shall receive a notarized statement from the employee listing all personal property damaged or destroyed and reasonable proof of value within two (2) weeks of the physical assault.

¹ T.C.A. §49-5-714(a)

² T.C.A. §49-5-714(b)

³ TRR/MS 0520-1-2-.04(5)(b)

POLICY 5019: Nonrenewal

Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of employment enjoyed by tenured teachers except that they have no claim upon continuing employment or tenure protections.

The principal is responsible for discussing deficiencies as part of the evaluation process with the non-tenured teacher and providing assistance for overcoming these deficiencies.

The Superintendent ~~of schools~~ is under no obligation to re-employ non-tenured teachers at the end of their contract period. If the Superintendent ~~of schools~~ determines not to renew the contract of a non-tenured teacher,¹ the following action shall be taken:

1. The ~~Board shall be notified~~^[k1]; and
2. Written notice of non-renewal shall be hand delivered or sent to the employee by registered mail so that it will be received ~~by the employee prior to June 15~~ within five (5) business days following the last instructional day of the school year.

¹ T.C.A. §49-5-409(a); OP Tenn. Atty. Gen. 97-123 (September 2, 1997); OP Tenn. Atty. Gen. 99-091 (April 12, 1999).

POLICY 5020: Resignation

Certified Personnel

A teacher shall give the Superintendent notice of resignation at least thirty (30) days before the effective date of the resignation. A tenured teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days notice requirement and permit a teacher to resign in good standing.

The conditions under which it is permissible to break a contract with the Board are as follows:

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board; or
2. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.¹

Any teacher on leave shall notify the Superintendent ~~of schools~~ in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.²

Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the Commissioner and request the suspension of a teacher's certificate. After the Commissioner has provided the teacher an opportunity for defense during a hearing, the Commissioner may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-five (365) days.³

Classified Personnel

While classified personnel are employed at will, meaning that they may terminate their employment with the Bartlett City Board of Education at any time and for any reason, the Board requires classified employees to give their immediate supervisor written notice of their intent to resign their employment at least ten (10) working days in advance of the effective date of their resignation. Any employee who fails to provide the supervisor with his/her requisite notice shall not be eligible for reemployment in the Bartlett City School system; provided, however, that the Superintendent may waive this ~~and years of experience filling similar positions~~ notice requirement and the disqualification for good cause.

¹ T.C.A. §49-5-508

² T.C.A. §49-5-706

³ T.C.A. §49-5-411

POLICY 5033: Staff Time Schedules

Work Schedules

The workday for full-time staff will be a minimum of seven hours and thirty minutes¹ 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.² 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,³ 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. No employee shall be at the job location unless so directed by his or her immediate supervisor. 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 Time⁴

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.^[k1]

¹ TRR/MS 0520-1-3-.03(1)

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

³ 29 C.F.R. §553.20-23

⁴ 29 C.F.R. §54.204; 29 C.F.R. §541.303

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 operation of the ~~school division~~department. 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~~district, 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.^[k2] 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 6015: Attendance of Non-Resident Students

Students residing outside the boundaries of the Bartlett City Schools district may attend schools within the district under the following conditions:

1. They must be approved by the Superintendent or his/her designee.¹
2. They must provide transportation to and from school. There shall be no obligation for Bartlett City Schools to provide transportation to non-resident students.
3. The custodial parent or legal guardian must apply during the Bartlett City Schools open enrollment period in the spring during the second semester of each year. The District shall communicate the application period to the public annually, and applications received after this period will be considered on a case-by-case basis. Applications made less than two (2) weeks prior to the beginning of the school year or during the school year require approval of the sending district.²
4. Students residing in Shelby County shall not pay tuition. Out-of-county, non-resident applications shall be considered on a case-by-case basis, and such out-of-county students must pay tuition at a rate established annually by the Board. Such tuition may not exceed per student, per annum, an amount equal to the amount of funds raised and used for school purposes by Bartlett City Schools per student during the preceding school year, minus any funds received from the student's resident system.³ Out-of-state, non-resident applications shall be considered on a case-by-case basis⁴, and such out-of-state students must pay tuition at the same rate as the average cost per student (state and local funds) in the student's resident district.⁵
5. They must apply in accordance with applicable state law and Board policy.⁶

Non-Resident students will be considered for attendance in Bartlett City Schools based on the following priorities:

Priority 1: Students of full time employees of Bartlett City Schools.⁷

Priority 2: Students currently enrolled in one of the eleven (11) Bartlett schools.

Priority ~~3~~2: Students that have been accepted into special programs

Priority ~~4~~3: Students whose siblings currently attend one of the eleven (11) Bartlett schools.

Priority ~~5~~4: Students of full time employees of City of Bartlett.

Priority ~~6~~5: All other students residing outside the municipal boundaries of Bartlett, Tennessee.

¹ T.C.A. §49-6-3104

² T.C.A. §49-6-3104; T.C.A §49-6-3105

³ T.C.A. §49-6-3003(a)

⁴ T.C.A. §49-6-3108

⁵ T.C.A. §49-6-403(f)

⁶ T.C.A. §49-6-3102(e)

⁷ T.C.A. §49-6-3113

The feasibility of approving non-resident applications for admission shall consider, but not be limited to, educational capacity, staffing, and general program offerings. Acceptance for a given year does not guarantee continued acceptance in subsequent years, ~~and applications must be filed annually.~~ Failure to provide and maintain a satisfactory academic, discipline, and attendance record may result in the denial of a non-resident application for admission or a loss of attendance privileges. The Superintendent has the authority to rescind or modify a transfer for reasons other than those listed above.

POLICY 6019: Transfers Within the System

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

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

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

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

The feasibility of approving in-District transfer applications shall consider, but not be limited to, educational capacity, staffing, and general program offerings. Acceptance for a given year does not guarantee continued acceptance in subsequent years, ~~and applications must be filed annually.~~ Failure to provide and maintain a satisfactory academic, discipline, and attendance record may result in the denial of the transfer or the loss of attendance privileges to the approved school. The Superintendent has the authority to rescind or modify a transfer for sufficient reasons other than those listed above.

¹ T.C.A. §49-2-128

² T.C.A. §49-6-3201

³ TRR/MS 0520-1-3-.03(11)(a-e)