

BARTLETT CITY BOARD OF EDUCATION
BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING
BUSINESS MEETING AGENDA BARTLETT CITY HALL 6400 STAGE ROAD,
BARTLETT 7:00 PM
PO Box 341148
Bartlett, TN 38134
September 27, 2018
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

August 23, 2018 Board Business Meeting Minutes

REPORTS

Chairman's Report

Superintendent's Report

General Counsel's Report

Tennessee Legislative Network (TLN) Representative Report

Financial Report

BOARD ACTION ITEMS

New Board Business

2018-2019 Textbooks Certification of Compliance

The 2018-2019 Textbooks Certification of Compliance passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

Safe Schools Grant

The Safe Schools Grant passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

BCS School Support Organizations for Board Approval

The BCS School Support Organizations for Board Approval passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

Approval of the 2018-2019 Disciplinary Hearing Authority (DHA) Members

The approval of the 2018-2019 Disciplinary Hearing Authority Members passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

BCS FY19 Title 1 MOU with Shelby County Schools

The BCS FY19 Title 1 MOU with Shelby County Schools passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

BCS Contract for Wraparound Services with Porter-Leath

The BCS Contract for Wraparound Services with Porter-Leath passed with a motion by Ms. Erin Berry and a second by Bryan Woodruff.

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

Resolution 6-1 Accept Surplus Property

Resolution 6-1 Accept Surplus Property passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

Policy 3020: Emergency Preparedness Plan REVISED FIRST READING

The First Reading of Revised Policy 3020: Emergency Preparedness Plan passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

Policy 3026: Lead Testing in Drinking Water NEW FIRST READING

First Reading of New Policy 3026: Lead Testing in Drinking Water passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

Policy 5003: Application and Employment REVISED FIRST READING

The First Reading of Revised Policy 5003: Application and Employment passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

Policy 5024: Ethics REVISED FIRST READING

The First Reading of Revised Policy 5024: Ethics passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

Policy 4034: School Volunteers REVISED FIRST READING

The First Reading of Revised Policy 4034: School Volunteers passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

BCS 2018-2019 Emergency Operations Plan Annual Approval

The BCS 2018-2019 Emergency Operations Plan Annual Approval passed with a motion by Ms. Erin Berry and a second by Bryan Woodruff.

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

2018-2019 SAVE Act Assurances

The 2018-2019 SAVE Act Assurances passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

ADJOURNMENT

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

**BARTLETT CITY HALL
6400 STAGE ROAD, BARTLETT**

**AUGUST 23, 2018
7:00 P.M.**

INVOCATION AND PLEDGE OF ALLEGIANCE

Board Member Bryan Woodruff said a prayer. The Board and audience recited the Pledge of Allegiance.

CALL TO ORDER & ROLL CALL

Official Business of the Day

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

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

SPECIAL PRESENTATIONS

The following track team members were recognized and presented a certificate.

Girls State Qualifier Track

Pole Vault - Heidi Myers - 1st Place in the Sectional & State Qualifier

100 meter Dash - Shekinah Garner

4 x 800 - Brooke Owens, Carly Garrett, Meghan Carpenter, Amelia Putnam, Chrissy Jenson

4 x 400 - Shekinah Garner, Brooke Owens, Amelia Putnam, Imani Gillen (Broke the school the record)

Girls Track Coaches: Coach Jaja Nebo, Coach Laura Houston and Coach Joshua Miller

Unified State Runner-ups

These student athletes participated in the (TSSAA) and Special Olympics Tennessee in the inaugural Unified Track & Field State Invitational.

Ayooluwakumi Adadevoh, Jonathan Beck, Adam Dawidow, Daniel Florez, Lanerra Gray, Dalton King, Darrien Peralta

1st Place 4 x 100 Relay Adam Dawidow, Dalton King, Darrien Peralta, Daniel Florez

1st Place 200 Meter Adam Dawidow, Dalton King

Unified Track Team Coaches: Coach Jaja Nebo, Coach Brittany Brennan and Coach Kelly Szczepanski

Boys State Qualifier Track

High Jump - Derien Malone

110 Hurdle - Brandon Wallace

300 Hurdle - Cameron Easley

400 Meter - Isaiah Weasby (3rd in the state as sophomore) 2nd Junior Olympics

1600 Meter - Travis Jones

3200 Meter - Robert Dawson

Boys Track Coaches: Coach Don Myers and Coach Bill Gardner

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

Board Member Jeff Norris made the motion to approve the agenda. Board Member Erin Berry seconded the motion. With all ayes, the agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

July 26, 2018 Board Business Meeting Minutes

Board Member Bryan Woodruff made the motion to approve the July 26, 2018 Board Business Meeting Minutes. Board Member Jeff Norris seconded the motion. With all ayes, the Board Business Meeting Minutes were approved.

REPORTS

Chairman's Report

Chairman Shirley Jackson reminded the Board that the TSBA Delta District Fall Meeting will be held September 17th. It is hosted by Collierville Schools.

Superintendent's Report

Dr. David Stephens provided the following updates to the Board:

- We have had a great start to this school year. We are working through the construction issues at the High School.
- Current enrollment is at 9013 which is up from last year. Currently at 96.8%.
- Proud of BCS TVAS Level 5 and one of 11 Districts to be Level 5 in all sub categories.
- Bartlett Square renovation is going well. Painting is progressing with both interior and exterior painting and the addition of new restrooms.
- Bartlett High School construction is going well. Soil has settled. Footings will be put in over the next few weeks including concrete being poured and bricks going up.
- The bus lot at the Academy is on schedule to be completed in November. This will create another 200 parking spaces at BHS.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

Board Member Bryan Woodruff updated the Board that Tom Leatherwood is anticipated to fill the vacant seat for Tennessee Representative.

Financial Report

The July 2017-2018 Financial Report was accepted by the Board. It is a non-voting item.

BOARD ACTION ITEMS

New Board Business

Approval of Architects for Bartlett City Schools

Motion Passed: Approval of architects listed below for Bartlett City Schools 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	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

Approved Architects: Allen & Hoshall, A2H, Renaissance Group, Fleming Architects, McGehee Nicholson, Burke Architects, Bounds + Gillespie Architects, PLLC, Guy Payne & Associates Architects

BCS School Support Organizations for Board Approval

Motion Passed: BCS School Support Organizations listed below for Board Approval passed with a motion by Mr. Bryan Woodruff and a second by Mr. Jeff Norris.

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

Approved School Support Organizations:

1. Altruria Elementary PTO
2. Appling Middle Chorus
3. Appling Middle PTO
4. Bartlett Elementary PTO
5. Bartlett High Basketball Boys
6. Bartlett High Boys Lacrosse
7. Bartlett High Girls Lacrosse
8. Bartlett High Cross Country
9. Bartlett High Marching Band
10. Bartlett High Basketball Girls
11. Bartlett High Boys Soccer
12. Bartlett High Girls Soccer
13. Bartlett High Touchdown Club
14. Bartlett High Wrestling
15. Bon Lin Elementary PTA
16. Bon Lin Middle Band
17. Bon Lin Middle PTSA
18. Elmore Park PTSA
19. Elmore Park Middle Band Boosters
20. Elmore Park Middle Volleyball
21. Oak Elementary PTO
22. Rivercrest PTO

ADJOURNMENT

Meeting adjourned at 7:25 p.m.

Shirley Jackson
Chairman

Dr. David A. Stephens
Superintendent

Certification of Compliance with Tennessee Code Annotated

Section 49-3-310(1) (A)

“The director of schools and the chair of the board of each LEA shall certify to the commissioner on or before October 15 of the current school year that all children enrolled in that LEA have been furnished all required textbooks, as determined by the commissioner.”

In the conformity with TCA 49-3-310(4)(A), we the undersigned, hereby certify that all the children attending the schools of _____ school system have, or will be given, access to all textbooks and instructional materials.

Chairman, Board of Education

Superintendent/Director of Schools

Date

RETURN ELECTRONICALLY BY OCTOBER 15 TO:

Director of Content

Tennessee.Textbooks@tn.gov

State Department of Education

12th floor, Andrew Johnson Tower

710 James Robertson Parkway

Nashville, TN 37243-0379

The following individuals are recommended as members of the Disciplinary Hearing Authority (DHA) for the 2018-2019 school year.

Dr. Korrie White (Director of Student Services)
Gina Bennett (Human Resources Supervisor)
Dr. Momodou Keita (Student Services Supervisor)
Mark Stephens (Student Services Supervisor)

POLICY 3020: Emergency Preparedness Plan

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

The ~~P~~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 ~~P~~principal shall be responsible for ensuring that one (1) fire drill requiring full evacuation is ~~given held~~ every ~~month thirty (30) school days, during the school year~~ with ~~an additional two (2)~~ fire drills to be conducted within the first ~~fifteen thirty (30/15)~~ full days of school. Additionally, four (4) fire safety educational announcements shall be conducted throughout the school year.²

The Principal shall ensure that at least one (1) armed intruder drill is conducted annually in coordination with local law enforcement.³

~~He/she~~The Principal shall also ensure that three (3) additional safety drills are given during the school year.⁴ Two (2) of these drills must include earthquake drills ~~an intruder drill is conducted within the first thirty (30) days of school.~~⁵ and one ~~He/she shall also ensure that three (3) additional safety drills are given during the school year. These drills may 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 main office and shall be made available upon request to the state fire marshal for inspection and review.⁶

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.

AED/CPR DRILLS⁷

¹ TRR/MS 0520-1-3-.03(158)

² T.C.A. §68-102-137(b)

³ T.C.A. §49-6-807

⁴ T.C.A. §68-102-137(f)

⁵ T.C.A. §49-1-302(a)(16); ~~2013 Public Chapter 188~~TRR/MS 0520-1-3-.03(15)

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

⁷ T.C.A. 49-2-122

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

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

At a minimum, Bartlett Academy and Bartlett High School shall be equipped with an AED.

Any BCS school with an AED shall conduct annual AED and CPR training for all school personnel to practice the use of these life-saving measures and to evaluate the school's preparedness in the event of sudden cardiac arrest. A drill must also be available to students so that students are aware of the steps that must be taken if an event should occur that requires the use of an AED.⁸

The BCS School Health Coordinator shall ensure that the AED portion of the training teaches the use of AEDs and informs school personnel of AED locations, the school's response plan, and members of the school's response team.⁹

~~The Superintendent shall develop procedures for health emergencies in accordance with state law and regulations.¹⁰~~

⁸ T.C.A. §49-6-1208

⁹ T.C.A. §49-2-122

¹⁰ Tennessee Department of Health Pandemic Influenza Response Plan,
<http://www2.state.tn.us/health/CEDS/pandemic.htm>health.state.tn.us/ceds/PDFs/2006_PanFlu_Plan.pdf

POLICY 3026: Lead Testing in Drinking Water

In an effort to reduce the potential sources of lead contamination in drinking water in BCS facilities, the Bartlett City Board of Education establishes a lead testing and reduction program.¹

Bartlett City Schools shall complete, at a minimum, biennial testing of lead levels in all drinking water sources in school facilities constructed prior to January 1, 1998. The samples should consist of the first two hundred fifty milliliters (250 mL) drawn of water that has been standing in plumbing overnight.

If the lead level result exceeds fifteen parts per billion (15 ppb) but is less than twenty parts per billion (20 ppb), the BCS Department of Operations shall ensure lead levels are tested at such facility on an annual basis until retesting confirms that the level is less than fifteen (15) ppb.

If the lead level result is equal to or exceeds twenty parts per billion (20 ppb), the water source(s) tested shall be immediately removed from service and shall remain unavailable for use until corrective action is taken and/or subsequent retesting confirms a lead level below twenty parts per billion (20 ppb). The District must retest the lead level of the drinking water source within ninety (90) days of any corrective action to reduce lead levels under this Policy.

Upon a test result equal to or exceeding twenty parts per billion (20 ppb), the District shall notify the Commissioner of Environment and Conservation, the Commissioner of Health, the Shelby County Health Department, the City of Bartlett, and the Department of Education within twenty-four (24) hours of the test result. The District shall notify the parents and guardians of students enrolled at the school within five (5) business days of the test result.

¹ T.C.A. §49-2-133

Bartlett City Board of Education		5003
Descriptor Term: APPLICATION AND EMPLOYMENT	Descriptor Code: Personnel	Issue Date: 02/27/2014
	Rescinds:	Revised: 09/25/2014;11/19/2015

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

6 **Application**

7 An individual desiring a position with the Board shall make application to the Superintendent on
8 forms developed by his/her office. ~~In an effort~~ to ensure the safety and welfare of students and
9 staff, ~~Bartlett City Board of Education~~ the BCS Department of Human Resources shall require that
10 prior to employment, and at least every five (5) years thereafter, applicants to and employees
11 holding teaching positions or any other position requiring proximity to children shall submit to a
12 TBI and FBI criminal history background check and fingerprinting of all applicants for positions
13 that require proximity to children, including both full-time and part-time, certified and classified,²
14 and at least every five (5) years thereafter.³ This requirement further extends to all applicants for
15 athletic coaching positions and volunteers whose activities are of the type and/or frequency that
16 give rise to individual proximity to children.⁴ Hiring decisions are contingent upon satisfactory
17 results of such checks.

18 Knowingly falsifying information shall be sufficient grounds for termination of employment and
19 shall also constitute a Class A misdemeanor which must be reported for prosecution.⁵

20 Any costs incurred in conducting a background check and fingerprinting shall be paid by the
21 applicant upon hiring.⁶

22 Certified Employees

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

28 No person shall be employed:

- 29 1. Who does not hold a valid license to teach from the State Board of Education⁷ and the
30 appropriate highly qualified status, if required;

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); T.C.A. §49-5-413(a)

⁴ T.C.A. §49-5-413(g)

⁵ T.C.A. §49-5-406(a)(2)(A)

⁶ T.C.A. §49-5-413(c)

⁷ T.C.A. §49-5-403; T.C.A. §49-5-101

- 1 2. Who does not present a physician's certificate showing a satisfactory health record or has
2 any contagious or communicable disease in such form that might endanger the health of
3 school children;⁸
- 4 3. Who refuses to take and subscribe to an oath to support the Constitution of the State of
5 Tennessee and of the United States of America;⁹
- 6 4. Who fails to make a full and accurate disclosure of any prior criminal record or any prior
7 dismissals from employment for cause;
- 8 5. Who does not receive a satisfactory background check; or
- 9 6. Who has not complied with the Immigration Reform and Control Act of 1986.

10 Classified Employees

11 No person shall be employed:

- 12 1. Who does not present a physician's certificate showing a satisfactory health record or has
13 any contagious or communicable disease in such form that might endanger the health of
14 school children;
- 15 2. Who has not complied with the Immigration Reform and Control Act of 1986;¹⁰
- 16 3. Who fails to make a full and accurate disclosure of any prior criminal record or any prior
17 dismissals from employment for cause; or
- 18 4. Who does not receive a satisfactory background check.

19 **Employment**

20 Initial Employment

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

26 Certified Employees

27 After checking references and receiving written recommendations, the Superintendent shall hire
28 and assign qualified applicants.¹¹

29 Classified Employees

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

33 Self-Reporting While Employed

34 All BCS employees, including part-time, temporary, contracted, and substitute personnel, are
35 required to report arrests and/or criminal convictions that occur after initial employment to the
36 Superintendent or his/her designee within forty-eight (48) hours of the arrest and/or conviction.
37 Employees must also notify the Superintendent or his/her designee immediately if the Department
38 of Children's Services (DCS) has indicated them as a perpetrator of child abuse. This requirement
39 further extends to all approved BCS volunteers.

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

⁸ T.C.A. §49-5-404; TRR/MS 0520-1-3-.08(2)(f)

⁹ T.C.A. §49-5-405

¹⁰ Immigration Reform and Control Act of 1986

¹¹ T.C.A. §49-2-301(b)(1)(J)(L)(EE); T.C.A. §49-2-303(b)(3)

Bartlett City Board of Education		5024
Descriptor Term: ETHICS	Descriptor Code: Personnel	Issue Date: 01/09/2014
	Rescinds:	Revised: 4/23/2015

1 The primary function of the school system is the education of children and youth, and an effective
2 educational program requires the services of men and women of integrity, high ideals, and human
3 understanding. Each employee is expected to represent the school, the District, and the community
4 in a positive manner. To maintain and promote these qualities, employees are expected to maintain
5 high standards in all aspects of their school relationships.¹ These include, but are not limited to,
6 interactions with students, colleagues, and others as a representative of the education profession.

7 All BCS personnel serve as representatives of the Bartlett City Board of Education and are subject
8 to the BCS professional ethics standards described in this Policy. All teachers are subject to the
9 Teacher Code of Ethics defined in state law and incorporated into this Policy. Failure to meet these
10 standards of behavior will result in disciplinary action up to and including dismissal.

11 **BCS Ethics**

12 All BCS employees are responsible for adhering to the following standards of ethical behavior:

- 13 1. Maintaining just and courteous professional relationships with students, parents,
14 colleagues, and others;
- 15 2. Growing their own efficiency and professional knowledge in their fields of work;
- 16 3. Transacting all official business with the properly designated authorities of the District;
- 17 4. Establishing friendly and intelligent cooperation between the community and the District;
- 18 5. Representing the District's goals and contributions to the community;
- 19 6. Placing the welfare of children as the primary concern when making all decisions, including
20 the assignment of personnel. Placing pressure on school officials for appointments or
21 transfers is unethical;
- 22 7. Refraining from using school contacts and/or privileges to promote personal enhancement
23 of any kind, regardless of whether such enhancement is to the detriment of the District. Such
24 enhancement includes promotion of partisan politics, sectarian religious views, or self-
25 serving propaganda of any kind;
- 26 8. Abiding by established procedures to air complaints and grievances, starting with the school
27 administrator who holds administrative responsibility for addressing the concern;
- 28 9. Properly using and protecting all school property, equipment, and materials; and
- 29 10. Following all Board policies and District procedures.

30 All BCS employees shall avoid any conflict of interest or appearance of impropriety between their
31 personal interests, financial or otherwise, and the interests of the District. Concerns about conflict
32 of interest arise when employees may have the opportunity to (a) use institutional privileges for
33 personal gain or (b) influence business decisions of the District in ways that could lead to personal

¹ T.C.A. §49-5-501; T.C.A. §49-5-1003; T.C.A. §49-5-1004

1 gain or give improper advantage to the employee's family or associate(s). In cases of uncertainty,
2 an employee and/or supervisor should request a ruling from the Superintendent.

3 **Teacher Code of Ethics**

4 The Board expects BCS teachers to complete annual ethics training and to, at all times, adhere
5 to the Teacher Code of Ethics defined in state law. This Code acknowledges an educator's
6 obligations both to students and to the education profession at large.

7 An educator shall engage students in the following manner:

- 8 1. Abide by all applicable federal and state laws;
- 9 2. Not unreasonably restrain the student from independent action in the pursuit of learning;
- 10 3. Provide the student with professional education services in a nondiscriminatory manner
11 and in consonance with accepted best practices known to the educator;
- 12 4. Respect the constitutional rights of the student;
- 13 5. Not unreasonably deny the student access to varying points of view;
- 14 6. Not deliberately suppress or distort subject matter relevant to the students' progress;
- 15 7. Make reasonable effort to protect the student from conditions harmful to learning or to
16 health and safety;
- 17 8. Make reasonable effort to protect the emotional well-being of the student;
- 18 9. Not intentionally expose the student to embarrassment or disparagement;
- 19 10. Not on the basis of race; color; creed; disability; sex; national origin; marital status;
20 political or religious beliefs; family, social, or cultural background; or sexual orientation,
21 unfairly exclude the student from participation in any program, deny benefits to the
22 student, or grant any advantage to the student;
- 23 11. Not use the educator's professional relationship with the student for private advantage;
- 24 12. Not disclose information about the student obtained in the course of the educator's
25 professional service, unless disclosure is permitted, serves a compelling professional
26 purpose, or is required by law;
- 27 13. Not knowingly make false or malicious statements about students or colleagues;
- 28 14. Ensure interactions with the student take place in transparent and appropriate settings;
- 29 15. Not engage in any sexually related behavior with the student, whether verbal, written,
30 physical, or electronic, with or without the student's consent. Sexually related behavior
31 includes, but is not limited to, behaviors such as making sexual jokes or sexual remarks;
32 engaging in sexual kidding, sexual teasing, or sexual innuendo; pressuring the student
33 for dates or sexual favors; engaging in inappropriate physical touching, groping, or
34 grabbing; kissing; rape; threatening physical harm; and committing sexual assault;
- 35 16. Not furnish alcohol or illegal or unauthorized drugs to the student;
- 36 17. Strive to prevent the use of alcohol or illegal or unauthorized drugs by the student when
37 the student is under the educator's supervision on District property, during school
38 activities, or in any private setting;
- 39 18. Refrain from the use of alcohol while on District premises or during a school activity at
40 which students are present; and
- 41 19. Maintain a professional approach with the student at all times.

1 In fulfillment of an educator's obligation to his or her profession, the educator shall administer
2 state-mandated assessments fairly and ethically and shall conduct themselves in a manner that
3 preserves the dignity and integrity of the profession. The educator shall not:

- 4 1. Deliberately make a false statement or fail to disclose a material fact related to
5 competency and qualifications in an application for a professional position;
- 6 2. Misrepresent the educator's professional qualifications;
- 7 3. Assist entry into the teaching profession of a person known to be unqualified in respect
8 to character, education, or other relevant attribute;
- 9 4. Knowingly make a false statement concerning the qualifications of a candidate for a
10 professional position;
- 11 5. Assist a non-educator in the unauthorized practice of teaching;
- 12 6. Knowingly make false or malicious statements about a colleague;
- 13 7. Accept any gratuity, gift, or favor that might impair or appear to influence professional
14 decisions or actions; and
- 15 8. Use illegal or unauthorized drugs.

16 **Breaching the Teacher Code of Ethics**

17 An educator who has personal knowledge of a breach by another educator of the Teacher Code
18 of Ethics shall report the breach to the educator's immediate supervisor, Superintendent, or the
19 Board within thirty (30) days of discovering the breach.

20 Failure to report a breach of the Teacher Code of Ethics, or to file a report of any criminal
21 activity or other misconduct that is required by federal or state law, is a breach of the Teacher
22 Code of Ethics.

23 The BCS Human Resources Department shall ensure that the District conducts annual
24 professional development training concerning the Teacher Code of Ethics and its requirements.
25 The training shall address what constitutes unethical conduct.

26

Bartlett City Board of Education		4034
Descriptor Term: SCHOOL VOLUNTEERS	Descriptor Code: Instructional Services	Issue Date: 07/28/2016
	Rescinds:	Revised:

1 The Board encourages the use of school volunteers to enhance educational programs and
2 promote community involvement in the District.

3 All volunteers shall comply with guidelines and standards implemented by the Superintendent,
4 principals, and supervising BCS personnel. Volunteers must be approved by the principal and
5 shall serve under the immediate supervision and direction of the BCS employee to whom they
6 are assigned.

7 In all cases, a responsible employee shall retain final authority over students, school programs,
8 and services.

9 Volunteers serve without compensation or benefits given to BCS employees, but they shall be
10 insured by the Board against loss or damage in the performance of their duties.¹

11 While serving as a volunteer, no individual shall have access to any student confidential medical
12 or education records. They may not teach, but volunteers may reinforce skills taught by BCS
13 employees. Volunteers shall adhere to the standards of conduct applicable to BCS employees at
14 all times.

15 Individuals providing volunteer services may be subject to a background check depending upon
16 their specific volunteer activities and the type and frequency of their contact with students. Refusal
17 or failure to submit to a required background check will render the individual ineligible to serve as
18 a volunteer. Additionally, falsification or omission of relevant information on required volunteer
19 documents will result in ineligibility to serve as a volunteer.

20 All approved BCS volunteers are required to report arrests and/or criminal convictions that occur
21 after initial volunteer assignment to the Superintendent or his/her designee within forty-eight (48)
22 hours of the arrest and/or conviction. Volunteers must also notify the Superintendent or his/her
23 designee immediately if the Department of Children’s Services (DCS) has indicated them as a
24 perpetrator of child abuse. This policy applies to all BCS volunteers as a condition of initial and
25 continued volunteer service.

26 The Superintendent shall develop procedures to require appropriate training and background
27 checks for volunteers who work closely with students.

28

¹ T.C.A. §29-20-310(e)