

**BARTLETT CITY BOARD OF EDUCATION**  
**BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING**  
**BARTLETT CITY SCHOOLS AUDITORIUM**  
**5705 Stage Road**  
**Bartlett, TN 38134**  
**April 25, 2019**  
**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**

**March 28, 2019 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**

**Policy 4009: Promotion and Retention REVISED SECOND READING**

**Policy 6011: Student Medicines REVISED SECOND READING**

**BOARD ACTION ITEMS**

**Consent Agenda**

The Consent Agenda passed with a motion by Mr. David Cook and a second by Bryan Woodruff.

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

**Bartlett High School HVAC Installation Project #FY190012**

**Oak and Rivercrest Painting Projects Bid #FY190013**

**Proposed 2019-2020 BCS Elementary, Middle and High School Fees**

**Policy 4009: Promotion and Retention REVISED SECOND READING**

**Policy 6011: Student Medicines REVISED SECOND READING**

**Policy 6040: Dress Code REVISED FIRST READING**

**New Board Business**

**Altruria Elementary Restroom Renovation Project Bid #FY190018**

The Altruria Elementary Restroom Renovation Project Bid #FY190018 awarded to R.A. Sharpe in the amount of \$141,029.00 passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

**Resolution 6-10 General Fund Budget Amendment and Education Capital Fund Amendment**

Resolution 6-10 General Fund Budget Amendment and Education Capital Fund Amendment passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

**FY20 Bartlett City Schools Operating Budgets**

The FY20 Bartlett City Schools Operating Budgets including the post general fund, post special revenue, and post capital budgets. passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

**2019 Tenure Recommendations**

The 2019 Teachers awarded Tenure passed with a motion by Bryan Woodruff and a second by Ms. Erin Berry.

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

**ADJOURNMENT**

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

**AUDITORIUM  
5705 STAGE ROAD, BARTLETT**

**MARCH 28, 2019  
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**

Congratulations to both the girls' and boys' Bartlett High School Bowling teams. Both teams had outstanding seasons. Thank you Kelly Szczepanski, school sponsor and Coach Dave Schweigler.

The girls' team ended the regular season with a record of 17-1. They went on to win the District and Regional titles. They were victorious at Sub-state. This allowed them to move on to the TSSAA State tournament. The girls finished as the Division 1 State Runner-Up Bowling Champions for the State of Tennessee. Also, four girls from the bowling team, Jordan Mundt, Sydney Liddle, Rebekah LaBuda, and Janna LaBuda, qualified to compete in the individual portion of the State tournament and are currently nominated for the All-Metro Bowler of the Year award.

Seniors: Sydney Liddle, Madison Morgan, Katie Szczepanski

Juniors: Ashlyn Corley, Rebekah LaBuda, Kylee Landreth, Jordan Mundt, Chase Rock, Kortnee Smith, Theo Peyton

Sophomores: Diamand Brandon, Janna LaBuda

Freshman: Karissa Adkison

The boys' team ended the regular season with a record of 16-3. They went on to win the District and Regional titles. They were victorious at Sub-state. This allowed them to move on to the TSSAA State tournament. The boys came away from the State Tournament with a third-place finish. Dominic Williams qualified to compete in the individual portion of the tournament and is currently nominated for All-Metro Bowler of the Year.

Senior: Kierin Bothwell

Juniors: Noah Dickinson, Carter Fant, Heath Herbison, Dominic Williams

Sophomores: Joseph Hinton, Brayden Negelein, Warner Quinn, Carter Rayborn, Luke Yaun

Freshmen: Daniel Liddle, Dakota Polk

## **PUBLIC COMMENT**

*Virginia Hall, 5482 Craigmont, Bartlett*

*Representing: BCS*

*RE: Discrepancy in our retirement money due to lump sum payment from SCS*

## **APPROVAL OF AGENDA**

Ms. Erin Berry made the motion to approve the agenda. Mr. Bryan Woodruff seconded the motion. With all ayes, the agenda was approved.

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

### **February 28, 2019 Board Meeting Minutes**

The approval of the February 28, 2019 Business Meeting Minutes passed with a motion by Mr. Bryan Woodruff and a second by Mr. Jeff Norris. With all ayes, the Minutes were approved.

## **REPORTS**

### **Chairman's Report**

Chairman Jackson reminded the Board that the Teacher of the Year Banquet will be held in our lobby at 6:30 p.m. on April 11th. The BHS graduation will be held May 13th at Bellevue Baptist Church.

### **Superintendent's Report**

Superintendent Stephens provided the Board with the following updates:

- Budget is in process; will have individual meetings prior to the April Board meeting.
- Dress Code Committee is reviewing the current policy.
- Two principals are retiring this year - Dr. BessAnn McKnight, Ellendale Elementary and Portia Tate, Rivercrest Elementary
- Welcome new employee, Gary Rikard, as our Security Supervisor. He is the former Chief of Police for the City of Bartlett.
- BHS construction is going well.
- I presented our CIP plan to the Shelby County Commission last week. The Education Liaison, Cedric Gray invited the municipalities.
- Testing season begins soon.

### **General Counsel's Report**

No report due to absence of Kari Shoopman.

### **Tennessee Legislative Network (TLN) Representative Report**

Bryan Woodruff, TLN Representative provided updates to the Board regarding current bills in committee. He encouraged Board Members to reach out to Representative Leatherwood and Representative Coley regarding proposed Voucher Legislation.

## **Financial Report**

The February 2018-19 Financial Report was accepted by the Board. It is a non-voting item.

## **UNFINISHED BOARD BUSINESS**

No Unfinished Board Business items.

## **BOARD ACTION ITEMS**

### **New Board Business**

#### **Policy 4009: Promotion and Retention REVISED FIRST READING**

**Motion Passed:** The First Reading of Revised Policy 4009: Promotion and Retention passed with a motion by Ms. Erin Berry and a second by Mr. Bryan Woodruff.

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

#### **Policy 6011: Student Medicines REVISED FIRST READING**

**Motion Passed:** The First Reading of Revised Policy 6011: Student Medicines 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	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

### **2019-2020 Special Course Application**

**Motion Passed:** The 2019-2020 Special Course Application for Facing History and Ourselves 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

### **Gym Floor Project - Appling Middle School by Sports Floors**

**Motion Passed:** The Gym Floor Project for Appling Middle School by Sports Floors in the amount of \$105,591.58 passed with a motion by Mr. Jeff Norris and a second by Ms. Erin Berry.

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

**Gym Floor Project - Bon Lin Middle School by Sports Floors**

**Motion Passed:** The Gym Floor Project for Bon Lin Middle School by Sports Floors in the amount of \$126,511.60 passed with a motion by Mr. Jeff Norris and a second by Mr. Bryan Woodruff.

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

**Video and Installation Project - Central Office Auditorium by Howard Technology Solutions**

**Motion Passed:** The Video and Installation Project for the Central Office auditorium and conference rooms by Howard Technology Solutions in the amount of \$42,599.00 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	Yes
Mr. Jeff Norris	Yes
Mr. Bryan Woodruff	Yes

**BHS Stadium Lighting Project**

**Motion Passed:** The BHS Stadium Lighting Project by Musco Lighting System in the amount of \$304,670.00 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

**Resolution 6-8 Education Capital Projects Fund and Fund Balance Amendment**

**Motion Passed:** Resolution 6-8 Education Capital Projects Fund and Fund Balance Amendment 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

**Resolution 6-9 Accept Surplus Property**

**Motion Passed:** Resolution 6-9 Accept Surplus Property passed with a motion by Mr. David Cook 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

**ADJOURNMENT**

The meeting adjourned at 7:35 p.m.

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Shirley Jackson  
Chairman

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Dr. David A. Stephens  
Superintendent

<b>Bartlett City Board of Education</b>		<b>4009</b>
Descriptor Term: <b>PROMOTION AND RETENTION</b>	Descriptor Code: <b>Instructional Services</b>	Issue Date: <b>06/23/2014</b>
	Rescinds:	Revised:

1 Promotion

2 The Superintendent or his/her designee shall promote students to the next grade level  
3 based on the successful completion of required academic work and on the satisfactory  
4 progress in relevant academic areas. However, no student enrolled in the third grade shall  
5 be promoted unless the student has shown a basic understanding of curriculum and  
6 ability to perform the skills required in the subject of reading as demonstrated by the  
7 student's grades or standardized test results. This requirement shall not apply to students  
8 who have participated in research-based intervention prior to the beginning of the next  
9 school year or to students who have an individualized education program (IEP) pursuant  
10 to 20 U.S.C. §1400 et seq.

11 Retention

12 Students who have difficulty in achieving the requirements for promotion may be  
13 considered for retention. Retention will be considered on an individual basis, and factors  
14 used to identify students for retention shall include, but not be limited to:

- 15 1. The student's ability to perform at the current grade level;
- 16 2. The results of local or state assessments, if applicable;
- 17 3. The overall academic achievement of the student;
- 18 4. The student's chance for success with more difficult materials if promoted;
- 19 5. Attendance; and
- 20 —Social and emotional maturity. Promotion shall be considered on the basis of what  
21 is best for the child in terms of school success. Special consideration for promotion  
22 and/or retention shall be given to students with special academic, social, and  
23 emotional needs.
- 24 6. In the case of failing work being done by the child, the parents shall be informed early so that  
25 the school and home may cooperate in helping him/her improve.

26 If a student is considered for retention, the school shall notify the student's parent or  
27 guardian within fifteen (15) days of identification and develop an individualized promotion  
28 plan to help the student avoid retention. All promotion plans shall include evidence-based  
29 promotion strategies and materials and shall be tailored to the student's individual  
30 learning needs. Promotion plans shall also include expectations and metrics to verify that

1 a student has made sufficient progress to be promoted. A copy of the student's promotion  
2 plan shall be provided to the parent or guardian, and the school shall offer to hold a  
3 parent-teacher conference to discuss the promotion plan.~~Retention is used to help~~  
4 ~~students improve their knowledge base by providing an additional year of instruction, thus~~  
5 ~~addressing the frustration and failure often associated with inadequate skills mastery.~~

6  
7 A student who demonstrates sufficient progress on his or her promotion plan during the  
8 school year shall be promoted to the next grade level. If a student does not make progress  
9 on his or her promotion plan, the promotion strategies should be modified to support the  
10 student in the goal of promotion to the next grade level.

11 If a student has not demonstrated sufficient progress on his or her promotion plan by the  
12 end of the school year, then the student shall be enrolled in a summer reading or learning  
13 program, if available. If enrolled, a decision for retention may be made after completion  
14 of the summer program but shall be communicated to the parent or guardian at least ten  
15 (10) days prior to the start of the next school year. If a student is not enrolled in a summer  
16 program, then a decision for retention shall be communicated to the parent or guardian  
17 at least thirty (30) days prior to the start of the next school year.

18 Retention shall be considered only when it is in the best interest of the student and should  
19 never be used as a punitive measure or as a voluntary delay to promotion. Retention  
20 decisions shall not be based solely on English language proficiency or a student's social  
21 and emotional maturity. Retention decisions affecting a student receiving special  
22 education services shall be made in consultation with the IEP team.~~Retention will be~~  
23 ~~considered on an individual basis. Assessment of the student in the context of the total~~  
24 ~~learning situation and its attendant circumstances should be used to determine what is~~  
25 ~~best for the student. If a student's ability to succeed at the next grade level is highly~~  
26 ~~questionable, then consideration shall be given to conditional promotion and/or~~  
27 ~~assignment to transitional classes if such classes exist.~~

28  
29 The Director of Teaching and Learning or his/her designee shall monitor the progress of  
30 retained students. Once a decision to retain a student has been made, the school shall  
31 develop an individualized academic remediation plan incorporating evidence-based  
32 support strategies prior to the start of the next school year. Any such remediation plan  
33 must include at least one of the following strategies:

- 34 1. Adjustment to the current instructional strategies or materials;
- 35 2. Additional instruction time;
- 36 3. Individual tutoring outside of school hours;

- 1 4. Modification to the student's classroom assignment to ensure the student
- 2 receives instruction from a highly effective teacher; or
- 3 5. Attendance or truancy interventions.

4 A copy of the student's remediation plan shall be provided to the parent or guardian within  
5 ten (10) days of its development. ~~Factors to be considered in deciding what is best for the~~  
6 ~~student should include, but not be limited to, the following considerations:~~

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

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

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

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

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

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

## POLICY 6011: Student Medicines

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the school nurse, the ~~Principal,~~ or the Principal's designee will assist the student in self-administering ~~the medication if the student is competent to self-administer medicine with assistance~~ in compliance with the following regulations/guidelines:<sup>1</sup>

1. The student must be competent to self-administer the medication with assistance;
2. The parent or guardian must give written permission for school staff to assist with self-administration of medication; and
3. A written physician's order and authorization instructions signed by the parent will be required and will include:

1. Child's name;
2. Parent or guardian's name and phone number;
3. Name of medication and reason for administration;
4. Name of physician;
5. Time medication is to be self-administered;
6. Dosage and directions for self-administration (prescription medicines must be in the original container with prescribing information; and non-prescription medicines must be in the original container with label direction and student's name);
7. Possible side effects, if known; and
8. Termination date for self-administration of the medication.

Students may not possess, store, or transport any medication unless the student is doing so in accordance with an established Individual Health Plan (IHP). The medication must be delivered to the Principal Nurse's office in person by the parent or guardian of the student unless the physician advises that the medication must be retained by the student for immediate self-administration to treat a life-threatening condition. (i.e. students with asthma). Alternative, holistic, or homeopathic medications will not be administered by any school personnel.

In the case of necessary self-administration, the administrator/nurse/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions/physician's order and consent from parent in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent or guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

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

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<sup>1</sup> T.C.A. §49-5-415

A copy of this policy will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

The school nurse shall be responsible for updating and maintaining each IHP, including required parent/guardian signatures authorizing administration of medication at school.

### **BLOOD GLUCOSE SELF-CHECKS STUDENTS WITH DIABETES**

Each student diagnosed with diabetes shall have an Individual Health Plan (IHP). Upon written request of a parent or guardian, and if included in the student's medical management plan and in the IHP, a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary as ordered by a physician and in keeping with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).

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

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).<sup>2</sup>

#### **Guidelines**

In addition to the requirements of each IHP for the care of students with diabetes, the District shall adhere to the following guidelines and training requirements:

1. Maintain on file physicians' orders and parent/guardian permission and instructions for any medication to be administered at school;
2. Complete and maintain volunteer personnel training as described below and in accordance with the *Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting*;
3. Assess competency and independent skill in blood glucose monitoring by the student and/or trained personnel;
4. Provide the most appropriate setting for glucose monitoring as determined by the school principal, school nurse, the student, the parent/guardian, and the student's health care provider.
5. Permit students with diabetes unrestricted access to necessary food, water, and bathroom facilities on schedule and as needed.
6. School meals shall not be withheld due to inability to pay. Meal charges shall be billed and collected in accordance with Board policy.

### **ANTI-SEIZURE MEDICATIONS**

School personnel, who volunteer, under no duress or pressure and who have been properly trained by a registered nurse may administer anti-seizure medications, including glucagon, epinephrine, and diazepam gel, to a student in an emergency situation if such medication is provided for by the student's Individual Health Plan. Training provided to volunteer school personnel shall be in accordance with the *Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting* and shall evaluate the competencies necessary to

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<sup>2</sup> T.C.A. §49-5-415(d)(7)

administer anti-seizure medications. All volunteers trained to administer anti-seizure medications shall also be trained in cardiopulmonary resuscitation (CPR).

If a school nurse or licensed health care professional is immediately available, then such nurse or health care professional shall administer anti-seizure medications. When a school nurse or health care professional is not immediately available, a trained volunteer may administer anti-seizure medication.

Prior to administration of an anti-seizure medication to a student by a school nurse or volunteer school personnel in an emergency situation, the parent or guardian shall provide written authorization to administer the medication at school. The request shall include:

1. Written authorization to administer the medication at school;
2. A written statement from the student's health care practitioner containing the student's name, name and purpose of the medication, the prescribed dosage, the route of administration, the frequency that the medication may be administered, and the circumstances under which the medication may be administered; and
3. Prior to its date of expiration, the prescribed medication to the school in its unopened, sealed package, with the intact label affixed by the dispensing pharmacy.

The written authorization shall be kept on file in the office. Unless rescinded in writing, the authorization shall be effective for the entirety of the school year in which it is granted.

The school nurse shall check monthly the expiration date for each anti-seizure medication in possession of the school. At least one (1) month prior to the expiration date of each medication, the school nurse or principal shall inform the parent or guardian of the expiration date.

A student's parent or guardian who has given the school written authorization to administer anti-seizure medication shall, in accordance with the student's IHP, notify the principal or school nurse if anti-seizure medication or prescription over-the-counter medicines are administered to the student at a time at which the student is not present at school. The student's IHP shall set forth with specificity the requirements of reporting administration of medication and for the dissemination of such information to volunteer school personnel trained to administer anti-seizure medication. The notification shall be given after administration of medication before or at the beginning of the next school day in which the student is in attendance.

## **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS**

The parent or legal guardian of a student diagnosed with pancreatic insufficiency or cystic fibrosis shall notify the District of the student's diagnosis. Once notified, an IHP shall be developed by a registered nurse in collaboration with the family, student, student's healthcare providers, and school personnel for the management of pancreatic insufficiency or cystic fibrosis while in school, participating in school-sponsored activities, and in transit to or from school or school-sponsored activities. The IHP shall be child-specific and shall address or include:

1. A written format for nursing assessment that includes health status, risks, concerns, and strengths;
2. Nursing diagnoses;
3. Interventions;
4. Delegation;
5. Training;
6. Expected outcomes; and

7. Goals to:

- A. Meet the healthcare needs of a student with pancreatic insufficiency or cystic fibrosis; and
- B. Protect the safety of all students from the misuse or abuse of medication.

With written authorization from the healthcare provider and parent, a student with pancreatic insufficiency or cystic fibrosis shall be allowed to carry and self-administer pancreatic enzymes.

**STUDENTS WITH ADRENAL INSUFFICIENCY**

The parent or legal guardian of a student diagnosed with adrenal insufficiency shall notify the District of the student's diagnosis and shall provide the school with medication prescribed by the student's licensed health care provider. Once notified, the District shall train necessary school personnel who will be responsible for administering medication for the treatment of adrenal crisis. Such training shall be conducted under the supervision of a physician or nurse practitioner or by any other health care professional licensed by state law under the supervision of a physician or nurse practitioner. The training shall include, at a minimum, the following:

1. General information about adrenal insufficiency and the dangers associated with adrenal insufficiency;
2. Recognition of the symptoms of a person who is experiencing an adrenal crisis;
3. The types of medications that are available for treating adrenal insufficiency; and
4. Proper administration of medications that treat adrenal insufficiency.

The District shall annually offer training to employees who volunteer to be responsible for the administration of the medication for the treatment of adrenal crisis. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication to the student. When a school nurse or health care professional is not immediately available, properly trained school personnel may administer the prescribed medication in an emergency situation. School personnel that are not health care professionals shall not administer adrenal insufficiency medications unless they have received appropriate training.

The District shall maintain a record of all school personnel who have completed adrenal insufficiency training.

**M E M O R A N D U M**

**DATE:** April 18, 2019

**TO:** Bartlett City Board of Education

**FROM:** Dr. David A. Stephens, Superintendent

**RE:** 2019-2020 Elementary School Fee Request

We request approval of a \$25.00 Elementary Student Fee for the 2019-20 school year.

Instructional materials and supplies purchased with this fee are to be consumable supplies used directly by students. These materials and supplies will supplement the district's provided curriculum.

Staff recommends approval.

**BARTLETT CITY SCHOOLS**  
**Middle School Fees**  
**2019-2020**

Fees may only be charged for the items listed and may not exceed the approved amount. Please check with individual schools for their fee schedule.

**Basic Fees:** These fees are requested from all students enrolled. The activities listed represent most of the areas for which fees have been charged in the past. Fees are not collected in every middle school for each activity.

Activity	Amount	Provides
Physical Education	\$25	PE uniform
Instructional materials	\$25	Workbooks, periodicals; lab supplies; supplies for specific classes such as art, music, etc.

**Course Fees:** These fees are requested from students enrolled in these specific courses.

Activity	Amount	Provides
Band	\$165	Uniform; <i>Smart Music Assessment</i> software for each student's computer; contest transportation; entry fees and other competition supplies; membership fees, and other required competition expenses
Orchestra	\$90	Uniform; <i>Smart Music Assessment</i> software for each student's computer; contest transportation; entry fees and other competition supplies; membership fees, and other required competition expenses
Chorus	\$100	Uniform; <i>Smart Music Assessment</i> software; copyrighted music

**Participation Fees:** These fees are requested from students who choose to participate in an optional activity.

Activity	Amount	Provides
Chorus Honor Choir	\$150	Uniform; <i>Smart Music Assessment</i> software for each student's computer; contest transportation; entry fees and other competition supplies; membership fees, and other required competition expenses
Chorus Pop Choir	\$150	Uniform; <i>Smart Music Assessment</i> software for each student's computer; contest transportation; entry fees and other competition supplies; membership fees, and other required competition expenses
Drama	\$50	Costuming needs, props, lighting, scripts
Foreign Language	\$15	Exam fee; magazine subscription
Boys/Girls Basketball	\$150	Uniforms; practice equipment; game balls; safety equipment; officials; tournament entry fees; end of year awards

Football	\$150	Uniforms; practice equipment; game balls; safety equipment; officials; tournament entry fees; end of year awards
Track	\$75	Uniforms; practice equipment; event entry fees; end of year awards
Volleyball	\$150	Uniforms; practice equipment; game balls; safety equipment; officials; tournament entry fees; end of year awards
Cross Country	\$75	Uniforms; practice equipment; event entry fees; end of year awards
Non-competitive Cheer/Dance/Pom	\$300	Uniform, coaching, awards
Competitive Cheer/Dance	\$310/Month	Uniform, coaching; event entry fees, travel

**BARTLETT CITY SCHOOLS**  
**High School Fees**  
**2019-2020**

Fees may only be charged for the items listed and may not exceed the approved amount. Please check with the Bartlett Ninth Grade Academy or Bartlett High School for their fee schedule.

**Basic Fees:** These fees are requested from all students enrolled. The activities listed represent most of the areas for which fees have been charged in the past.

Activity	Amount	Provides
AP Fees	\$95.00	AP exam fee
PSAT	\$20.00	Test fee

**Course Fees:** These fees are requested from students enrolled in these specific courses.

Activity	Amount	Provides
Dual Enrollment Fees	\$85.00	Fee charged per dual enrollment class (max 2 classes)
ACT Prep Class Books	\$25.00	ACT Prep workbook
Physical Education	\$20.00	PE uniform
<b>Related Arts</b>		
Marching Band	<del>\$500.00</del> \$600.00	Uniform; <i>Smart Music Assessment</i> software for each student's computer; contest transportation; entry fees and other competition supplies; membership fees, and other required competition expenses
Non-Marching Band	<del>\$175.00</del> \$250.00	<i>Smart Music Assessment</i> software for each student's computer; copyrighted music
Winter Percussion Team Season November - February	\$250.00	This will provide pay for instructors and purchase winter competition music
Winter Color Guard Team Season November - February	\$250.00	This will provide pay for instructors and purchase winter competition music
Chorus	\$75.00	Uniform; <i>Smart Music Assessment</i> software
Competition Choir	\$200.00	Uniform; <i>Smart Music Assessment</i> software for each student's computer; contest transportation; entry fees and other competition supplies; membership fees, and other required competition expenses
Orchestra	\$250.00	Uniform; <i>Smart Music Assessment</i> software for each student's computer; contest transportation; entry fees and other competition supplies; membership fees, and other required competition expenses

Guitar Fees	\$35.00	Copyrighted sheet music, supplies, method book(s), entry fees
Art I	\$20.00	Art Supplies (pens, Paper, Watercolors, etc)
Art II & III	\$30.00	Watercolor, clay, glazes, paint
Art IV	\$40.00	Watercolor, clay, glazes, paint
<b>Foreign Languages</b>		
Spanish	\$15.00	class supplies, materials, and national exam
French	\$15.00	class supplies, materials, and national exam
Latin	\$15.00	class supplies, materials, and national exam
German	\$15.00	class supplies, materials, and national exam
<b>Science Department</b>		
Health Science	\$30.00	Supplies related to nursing
Health Science	\$30.00	Supplies related to health science
Forensics Fees (first year)	\$60.00	Class Materials
Forensics Fee (returning students)	\$40.00	Class Materials
<b>Career and Technical Course (includes computer/business)</b>		
Accounting I	\$30.00	Class Materials
Accounting II	\$30.00	Class Materials
Cable and Networking	\$25.00	Classroom supplies
Information Technology	\$25.00	Classroom supplies
Personal Finance/Computers	\$20.00	Computer supplies for class projects
Film and TV	\$20.00	Cords, computer supplies, paper
Marketing	\$25.00	Supplies for class projects
Culinary Arts I	\$50.00	Classroom supplies
Culinary Arts II	\$100.00	Classroom supplies
Culinary Arts III	\$100.00	Classroom supplies
Home Ec./Culinary	\$25.00	Food for cooking lab
Home Ec./Lifestyle, Nutrition	\$25.00	Life-like baby doll project, food for nutrition classes
Home Ec./Early Childhood Education	\$30.00	Paid by parent - Preschool participant fee
Auto Shop	\$30.00	Supplies (hand soap, towels, oils, cleaners)
Manufacturing	\$30.00	Metals, materials, gases, safety equipment
Cosmetology (1 <sup>st</sup> year)	\$285.00	Cosmetology kits
Cosmetology (2 <sup>nd</sup> year students)	\$30.00	Shampoo, polish remover, cotton, misc. supplies
Cosmetology (2 <sup>nd</sup> & 3 <sup>rd</sup> year students)	\$85.00	2 <sup>nd</sup> & 3 <sup>rd</sup> Year Students - mannequins
Cosmetology (3 <sup>rd</sup> year students)	\$25.00	Shampoo, polish remover, cotton, misc. supplies

**Participation Fees:** These fees are requested from students who choose to participate in an optional activity.

<b>Activity</b>	<b>Amount</b>	<b>Provides</b>
Thespians/Drama	\$150.00	Fee per Productions
Competition Cheer/Pom/Dance	\$350.00/ month	Clothing, uniforms, coaching, tumbling fees and travel
Non-competitive Cheer/Pom/Dance	\$75.00/ month	Uniforms, coaching

**Athletics:** These fees are requested from students who choose to participate in a school-sponsored athletic activity.

<b>Activity</b>	<b>Amount</b>	<b>Provides</b>
Boys/Girls Basketball	\$150.00	Uniforms, practice equipment, game balls, safety equipment, officials, tournament entry fees, end of year awards
Football	\$150.00	Uniforms, practice equipment, game balls, safety equipment, officials, tournament entry fees, end of year awards
Soccer	\$150.00	Uniforms, practice equipment, game balls, safety equipment, officials, tournament entry fees, end of year awards
Baseball/Softball	\$150.00	Uniforms, practice equipment, game balls, safety equipment, officials, tournament entry fees, end of year awards
Wrestling	\$150.00	Uniforms, practice equipment, safety equipment, officials, tournament entry fees, end of year awards
Volleyball	\$150.00	Uniforms, practice equipment, game balls, safety equipment, officials, tournament entry fees, end of year awards
Track	\$100.00	Uniforms, practice equipment, event entry fees, end of year awards
Bowling	\$100.00	Uniforms, lane rentals, event entry fees, end of year awards
Tennis	\$70.00	Uniforms, practice equipment, event entry fees, end of year awards
Cross Country	\$100.00	Uniforms, practice equipment, event entry fees, end of year awards
Golf	\$200.00	Uniforms, greens fees, event entry fees, end of year awards

<b>Bartlett City Board of Education</b>		<b>4009</b>
Descriptor Term: <b>PROMOTION AND RETENTION</b>	Descriptor Code: <b>Instructional Services</b>	Issue Date: <b>06/23/2014</b>
	Rescinds:	Revised:

1 Promotion

2 The Superintendent or his/her designee shall promote students to the next grade level  
3 based on the successful completion of required academic work and on the satisfactory  
4 progress in relevant academic areas. However, no student enrolled in the third grade shall  
5 be promoted unless the student has shown a basic understanding of curriculum and  
6 ability to perform the skills required in the subject of reading as demonstrated by the  
7 student's grades or standardized test results. This requirement shall not apply to students  
8 who have participated in research-based intervention prior to the beginning of the next  
9 school year or to students who have an individualized education program (IEP) pursuant  
10 to 20 U.S.C. §1400 et seq.

11 Retention

12 Students who have difficulty in achieving the requirements for promotion may be  
13 considered for retention. Retention will be considered on an individual basis, and factors  
14 used to identify students for retention shall include, but not be limited to:

- 15 1. The student's ability to perform at the current grade level;
- 16 2. The results of local or state assessments, if applicable;
- 17 3. The overall academic achievement of the student;
- 18 4. The student's chance for success with more difficult materials if promoted;
- 19 5. Attendance; and
- 20 —Social and emotional maturity. Promotion shall be considered on the basis of what  
21 is best for the child in terms of school success. Special consideration for promotion  
22 and/or retention shall be given to students with special academic, social, and  
23 emotional needs.
- 24 6. In the case of failing work being done by the child, the parents shall be informed early so that  
25 the school and home may cooperate in helping him/her improve.

26 If a student is considered for retention, the school shall notify the student's parent or  
27 guardian within fifteen (15) days of identification and develop an individualized promotion  
28 plan to help the student avoid retention. All promotion plans shall include evidence-based  
29 promotion strategies and materials and shall be tailored to the student's individual  
30 learning needs. Promotion plans shall also include expectations and metrics to verify that

1 a student has made sufficient progress to be promoted. A copy of the student's promotion  
2 plan shall be provided to the parent or guardian, and the school shall offer to hold a  
3 parent-teacher conference to discuss the promotion plan.~~Retention is used to help~~  
4 ~~students improve their knowledge base by providing an additional year of instruction, thus~~  
5 ~~addressing the frustration and failure often associated with inadequate skills mastery.~~

6  
7 A student who demonstrates sufficient progress on his or her promotion plan during the  
8 school year shall be promoted to the next grade level. If a student does not make progress  
9 on his or her promotion plan, the promotion strategies should be modified to support the  
10 student in the goal of promotion to the next grade level.

11 If a student has not demonstrated sufficient progress on his or her promotion plan by the  
12 end of the school year, then the student shall be enrolled in a summer reading or learning  
13 program, if available. If enrolled, a decision for retention may be made after completion  
14 of the summer program but shall be communicated to the parent or guardian at least ten  
15 (10) days prior to the start of the next school year. If a student is not enrolled in a summer  
16 program, then a decision for retention shall be communicated to the parent or guardian  
17 at least thirty (30) days prior to the start of the next school year.

18 Retention shall be considered only when it is in the best interest of the student and should  
19 never be used as a punitive measure or as a voluntary delay to promotion. Retention  
20 decisions shall not be based solely on English language proficiency or a student's social  
21 and emotional maturity. Retention decisions affecting a student receiving special  
22 education services shall be made in consultation with the IEP team.~~Retention will be~~  
23 ~~considered on an individual basis. Assessment of the student in the context of the total~~  
24 ~~learning situation and its attendant circumstances should be used to determine what is~~  
25 ~~best for the student. If a student's ability to succeed at the next grade level is highly~~  
26 ~~questionable, then consideration shall be given to conditional promotion and/or~~  
27 ~~assignment to transitional classes if such classes exist.~~

28  
29 The Director of Teaching and Learning or his/her designee shall monitor the progress of  
30 retained students. Once a decision to retain a student has been made, the school shall  
31 develop an individualized academic remediation plan incorporating evidence-based  
32 support strategies prior to the start of the next school year. Any such remediation plan  
33 must include at least one of the following strategies:

- 34 1. Adjustment to the current instructional strategies or materials;
- 35 2. Additional instruction time;
- 36 3. Individual tutoring outside of school hours;

- 1 4. Modification to the student's classroom assignment to ensure the student
- 2 receives instruction from a highly effective teacher; or
- 3 5. Attendance or truancy interventions.

4 A copy of the student's remediation plan shall be provided to the parent or guardian within  
5 ten (10) days of its development. Factors to be considered in deciding what is best for the  
6 student should include, but not be limited to, the following considerations:

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

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

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

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

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

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

## POLICY 6011: Student Medicines

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the school nurse, the ~~Principal,~~ or the Principal's designee will assist the student in self-administering ~~the medication if the student is competent to self-administer medicine with assistance~~ in compliance with the following regulations/guidelines:<sup>1</sup>

1. The student must be competent to self-administer the medication with assistance;
2. The parent or guardian must give written permission for school staff to assist with self-administration of medication; and
3. A written physician's order and authorization instructions signed by the parent will be required and will include:

1. Child's name;
2. Parent or guardian's name and phone number;
3. Name of medication and reason for administration;
4. Name of physician;
5. Time medication is to be self-administered;
6. Dosage and directions for self-administration (prescription medicines must be in the original container with prescribing information; and non-prescription medicines must be in the original container with label direction and student's name);
7. Possible side effects, if known; and
8. Termination date for self-administration of the medication.

Students may not possess, store, or transport any medication unless the student is doing so in accordance with an established Individual Health Plan (IHP). The medication must be delivered to the Principal Nurse's office in person by the parent or guardian of the student unless the physician advises that the medication must be retained by the student for immediate self-administration to treat a life-threatening condition. (i.e. students with asthma). Alternative, holistic, or homeopathic medications will not be administered by any school personnel.

In the case of necessary self-administration, the administrator/nurse/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions/physician's order and consent from parent in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent or guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

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

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<sup>1</sup> T.C.A. §49-5-415

A copy of this policy will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

The school nurse shall be responsible for updating and maintaining each IHP, including required parent/guardian signatures authorizing administration of medication at school.

### **BLOOD GLUCOSE SELF-CHECKS STUDENTS WITH DIABETES**

Each student diagnosed with diabetes shall have an Individual Health Plan (IHP). Upon written request of a parent or guardian, and if included in the student's medical management plan and in the IHP, a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary as ordered by a physician and in keeping with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).

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

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).<sup>2</sup>

#### **Guidelines**

In addition to the requirements of each IHP for the care of students with diabetes, the District shall adhere to the following guidelines and training requirements:

1. Maintain on file physicians' orders and parent/guardian permission and instructions for any medication to be administered at school;
2. Complete and maintain volunteer personnel training as described below and in accordance with the *Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting*;
3. Assess competency and independent skill in blood glucose monitoring by the student and/or trained personnel;
4. Provide the most appropriate setting for glucose monitoring as determined by the school principal, school nurse, the student, the parent/guardian, and the student's health care provider.
5. Permit students with diabetes unrestricted access to necessary food, water, and bathroom facilities on schedule and as needed.
6. School meals shall not be withheld due to inability to pay. Meal charges shall be billed and collected in accordance with Board policy.

### **ANTI-SEIZURE MEDICATIONS**

School personnel, who volunteer, under no duress or pressure and who have been properly trained by a registered nurse may administer anti-seizure medications, including glucagon, epinephrine, and diazepam gel, to a student in an emergency situation if such medication is provided for by the student's Individual Health Plan. Training provided to volunteer school personnel shall be in accordance with the *Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting* and shall evaluate the competencies necessary to

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<sup>2</sup> T.C.A. §49-5-415(d)(7)

administer anti-seizure medications. All volunteers trained to administer anti-seizure medications shall also be trained in cardiopulmonary resuscitation (CPR).

If a school nurse or licensed health care professional is immediately available, then such nurse or health care professional shall administer anti-seizure medications. When a school nurse or health care professional is not immediately available, a trained volunteer may administer anti-seizure medication.

Prior to administration of an anti-seizure medication to a student by a school nurse or volunteer school personnel in an emergency situation, the parent or guardian shall provide written authorization to administer the medication at school. The request shall include:

1. Written authorization to administer the medication at school;
2. A written statement from the student's health care practitioner containing the student's name, name and purpose of the medication, the prescribed dosage, the route of administration, the frequency that the medication may be administered, and the circumstances under which the medication may be administered; and
3. Prior to its date of expiration, the prescribed medication to the school in its unopened, sealed package, with the intact label affixed by the dispensing pharmacy.

The written authorization shall be kept on file in the office. Unless rescinded in writing, the authorization shall be effective for the entirety of the school year in which it is granted.

The school nurse shall check monthly the expiration date for each anti-seizure medication in possession of the school. At least one (1) month prior to the expiration date of each medication, the school nurse or principal shall inform the parent or guardian of the expiration date.

A student's parent or guardian who has given the school written authorization to administer anti-seizure medication shall, in accordance with the student's IHP, notify the principal or school nurse if anti-seizure medication or prescription over-the-counter medicines are administered to the student at a time at which the student is not present at school. The student's IHP shall set forth with specificity the requirements of reporting administration of medication and for the dissemination of such information to volunteer school personnel trained to administer anti-seizure medication. The notification shall be given after administration of medication before or at the beginning of the next school day in which the student is in attendance.

## **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS**

The parent or legal guardian of a student diagnosed with pancreatic insufficiency or cystic fibrosis shall notify the District of the student's diagnosis. Once notified, an IHP shall be developed by a registered nurse in collaboration with the family, student, student's healthcare providers, and school personnel for the management of pancreatic insufficiency or cystic fibrosis while in school, participating in school-sponsored activities, and in transit to or from school or school-sponsored activities. The IHP shall be child-specific and shall address or include:

1. A written format for nursing assessment that includes health status, risks, concerns, and strengths;
2. Nursing diagnoses;
3. Interventions;
4. Delegation;
5. Training;
6. Expected outcomes; and

7. Goals to:

- A. Meet the healthcare needs of a student with pancreatic insufficiency or cystic fibrosis; and
- B. Protect the safety of all students from the misuse or abuse of medication.

With written authorization from the healthcare provider and parent, a student with pancreatic insufficiency or cystic fibrosis shall be allowed to carry and self-administer pancreatic enzymes.

**STUDENTS WITH ADRENAL INSUFFICIENCY**

The parent or legal guardian of a student diagnosed with adrenal insufficiency shall notify the District of the student's diagnosis and shall provide the school with medication prescribed by the student's licensed health care provider. Once notified, the District shall train necessary school personnel who will be responsible for administering medication for the treatment of adrenal crisis. Such training shall be conducted under the supervision of a physician or nurse practitioner or by any other health care professional licensed by state law under the supervision of a physician or nurse practitioner. The training shall include, at a minimum, the following:

1. General information about adrenal insufficiency and the dangers associated with adrenal insufficiency;
2. Recognition of the symptoms of a person who is experiencing an adrenal crisis;
3. The types of medications that are available for treating adrenal insufficiency; and
4. Proper administration of medications that treat adrenal insufficiency.

The District shall annually offer training to employees who volunteer to be responsible for the administration of the medication for the treatment of adrenal crisis. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication to the student. When a school nurse or health care professional is not immediately available, properly trained school personnel may administer the prescribed medication in an emergency situation. School personnel that are not health care professionals shall not administer adrenal insufficiency medications unless they have received appropriate training.

The District shall maintain a record of all school personnel who have completed adrenal insufficiency training.

<b>Bartlett City Board of Education</b>		<b>6040</b>
Descriptor Term: <b>DRESS CODE</b>	Descriptor Code: <b>Student Services</b>	Issue Date: <b>07/24/2014</b>
	Rescinds:	Revised: <b>05/24/2018</b>

- 1 In order for Bartlett City Schools to maintain a safe and orderly learning environment, the
- 2 minimum standards for acceptable clothing during the school day are as follows:
- 3 Tops of shoulders must be covered by a minimum of a 1-inch strap unless otherwise
- 4 covered by an opaque top garment. Tops must also have sleeves and must completely
- 5 cover the torso from the arm pits to the waist. The torso is defined as all parts of the body
- 6 not including the arms, legs, neck, and head.
- 7 Skin and undergarments must be covered with **opaque (not able to be seen through)**
- 8 clothing from the underarm to mid-thigh. Mid-thigh is defined as the mid-point between
- 9 and waist and mid-knee.
- 10 All bottoms must be held at the waist, be appropriately sized, and of a safe length.
- 11 Compression-style garments may be worn so long as an opaque top garment covers the
- 12 entire torso below the armpits.
- 13 Head apparel (such as hoods, hats, sunglasses, etc.) must not be worn inside the school
- 14 building, except for religious or medical reasons.
- 15 Footwear is required and must be safe and appropriate for indoor and outdoor physical
- 16 activity.
- 17 Prohibited items include the following: large, long, and/or heavy chains; chained
- 18 accessories; and sleepwear, pajamas, and/or blankets.
- 19 Clothing and accessories such as backpacks, patches, jewelry, and notebooks may not
- 20 display (1) racial or ethnic slurs/symbols; (2) gang affiliations; (3) vulgar, subversive, or
- 21 sexually suggestive language or images; nor promote inappropriate and/or illegal
- 22 products such as alcohol, tobacco, and illegal drugs;
- 23 The Principal may allow exceptions in special circumstances, or for occasions such as
- 24 holidays and special performances. The Principal may further prescribe dress in certain
- 25 classes such as physical education, vocational education, and science labs.
- 26 Any student not dressed in accordance with the policy shall be directed to correct the
- 27 violation or spend the remainder of the day in in-school suspension (ISS). Repeat
- 28 offenses shall be subject to additional measures which include parent conferences, in-
- 29 school suspension, and out-of-school suspensions as described in the District-wide
- 30 discipline policy.

**Bartlett City Schools**  
**Teachers Nominated for Tenure**  
**2019**

1. John Black – Elmore Park Middle
2. Amanda Bomprezzi - Bon Lin Elementary
3. Abby Bowden - Bartlett Elementary
4. Christy Brawner - Bartlett High School
5. Brittany Brennan - Bartlett High School
6. Morgan Dodson - Bartlett Elementary
7. Whitney Estes - Elmore Park Middle
8. Audrey Godfrey - Bon Lin Elementary
9. Virginia Harrell - Bon Lin Middle
10. Lakisha Howard - Bartlett High School
11. Sarah Hubbard - Elmore Park Middle
12. Aimee Jones - Bon Lin Elementary
13. Jessika Jordan - Bon Lin Elementary
14. Mary Kelly - Elmore Park Middle
15. Ashley Lawrence - Rivercrest Elementary
16. Matthew Martin - Bartlett Academy
17. Jaja Nebo - Bartlett High School
18. Jessica Price - Bartlett Academy
19. Rebecca Priddy - Bon Lin Elementary
20. Louis Shelton - Bartlett High School
21. Hope Shields - Rivercrest Elementary
22. Chandra Smith - Bon Lin Middle
23. Rachel Taylor - Elmore Park Middle
24. Lauren Ward - Oak Elementary
25. Kristy Woody - Elmore Park Middle

**Bartlett City Schools**  
**Teachers Nominated for Tenure**  
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1. John Black – Elmore Park Middle
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10. Sarah Hubbard - Elmore Park Middle
11. Aimee Jones - Bon Lin Elementary
12. Jessika Jordan - Bon Lin Elementary
13. Mary Kelly - Elmore Park Middle
14. Ashley Lawrence - Rivercrest Elementary
15. Matthew Martin - Bartlett Academy
16. Jaja Nebo - Bartlett High School
17. Jessica Price - Bartlett Academy
18. Rebecca Priddy - Bon Lin Elementary
19. Louis Shelton - Bartlett High School
20. Hope Shields - Rivercrest Elementary
21. Christy Shriver - Bartlett High School
22. Chandra Smith - Bon Lin Middle
23. Rachel Taylor - Elmore Park Middle
24. Lauren Ward - Oak Elementary
25. Kristy Woody - Elmore Park Middle