

BUSINESS MEETING

**AUDITORIUM
5705 STAGE ROAD
BARTLETT, TN 38134**

**September 24, 2020
7:00 PM**

- I. INVOCATION
- II. PLEDGE OF ALLEGIANCE
- III. CALL TO ORDER & ROLL CALL
 - A. Official Business of the Day
- IV. SPECIAL PRESENTATIONS
- V. PUBLIC COMMENT
- VI. APPROVAL OF AGENDA
- VII. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - A. August 27, 2020 Business Meeting Minutes
- VIII. REPORTS
 - A. Chairman's Report
 - B. Superintendent's Report
 - C. General Counsel's Report
 - D. Tennessee Legislative Network (TLN) Representative Report
 - E. Financial Report
- IX. UNFINISHED BOARD BUSINESS
- X. BOARD ACTION ITEMS
 - A. New Board Business
 - 1. Safe Schools Grant
 - 2. 2020-2021 SAVE Act Assurances
 - 3. Memorandum of Understanding (MOU) between Bartlett City Board of Education and the Bartlett Police Department for School Resource Officers
 - 4. Bartlett City Schools FY21 Title 1 Memorandum of Understanding (MOU) with DeSoto County Schools
 - 5. Vision Services Contract
 - 6. Policy 1035: Title IX and Sexual Harassment NEW SECOND READING
 - 7. Policy 5037: Social Media REVISED SECOND READING
 - 8. 2020-2021 School Support Organizations (SSO) for approval
 - 9. Bartlett City Schools 2020-2021 Emergency Operations Plan Annual Approval
- XI. ADJOURNMENT

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

**AUDITORIUM
5705 STAGE ROAD
BARTLETT, TN 38134**

**August 27, 2020
7:00 PM**

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 Cook 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
Mrs. Portia Tate
Mr. Bryan Woodruff

SPECIAL PRESENTATIONS

No presentations.

PUBLIC COMMENT

*Nichole Morhardt
7045 Canehill Lane, Bartlett
Representing: BEA
RE: Inequity of BHS Virtual
Instruction*

*Shoneisha Myers
3047 Leeridge Drive, Bartlett
RE: Equity and quality of instruction
for virtual students/lack of educator
input/voice during planning phase of
reopening*

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

July 23, 2020 Business Meeting Minutes

The approval of the July 23, 2020 Business Meeting Minutes passed with a motion by Ms. Erin Berry and a second by Mr. Bryan Woodruff. With all eyes, the Minutes were approved.

REPORTS

Chairman's Report

Chairman Cook reported that he continues to have many conversations with Dr. Stephens regarding all the special planning required for the COVID-19 crisis and continues to receive lots of email from the public.

The TSBA Fall District Meeting will be held virtually on September 28th at 5:00 p.m. On August 13th I approved the FY21 State Funds Budget in ePlan.

Superintendent's Report

Superintendent Stephens provided the following updates:

- I am proud of the job of our teachers, administration, students, and parents for making the start of a very challenging school year successful.
- I want to especially thank all of our teachers. They are adapting to the new normal and taking care of our students. My visits to the schools have shown that our schools are going to do everything they can to make this work.
- Our enrollment as of last Friday was 95% of projection with 8543 students. We will take another count next week.
- We are working through the growing pains of virtual learning. Things are improving each day and we will continue to adjust as needed.
- The high school construction is moving along. We will have the locker rooms and plaza area around the stadium complete before our first home game on Sept. 25. The flooring for the new gym has arrived and they are making a lot of progress on completing the project.
- I attended the virtual SW CORE meeting earlier today.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

Ms. Shirley Jackson updated that Board that she attended the TSBA Legal Lunch webinar in July.

Financial Report

The July 2020-21 Financial Report was accepted by the Board. It is a non-voting item.

UNFINISHED BOARD BUSINESS

No Unfinished Board Business.

BOARD ACTION ITEMS

New Board Business

Behavior Services of the Midsouth Contract

The Behavior Services of the Midsouth Contract passed with a motion by Mrs. Shirley Jackson and a second by Mr. Bryan Woodruff.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

Affiliation Agreement with Tennessee State University for OT/PT/SLP

The Affiliation Agreement with Tennessee State University for OT/PT/SLP passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

Memorandum of Understanding (MOU) for Dual Enrollment between TN College of Applied Technology and Bartlett City Board of Education

The Memorandum of Understanding (MOU) for Dual Enrollment between TN College of Applied Technology and Bartlett City Board of Education passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

Youth Villages Contract for Student Placement

The Youth Villages Contract for Student Placement passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Portia Tate.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

Policy 5037: Social Media REVISED FIRST READING

The First Reading of Revised Policy 5037: Social Media passed with a motion by Ms. Erin Berry and a second by Mr. Bryan Woodruff.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

Policy 1035: Title IX and Sexual Harassment NEW FIRST READING

The First Reading of New Policy 1035: Title IX and Sexual Harassment passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Portia Tate.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

2020-2021 Amended Bartlett City Schools Instructional Calendar

The 2020-2021 Amended Bartlett City Schools Instructional Calendar passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

Approval of the 2020-2021 Disciplinary Hearing Authority (DHA) Members

Approval of the 2020-2021 Disciplinary Hearing Authority (DHA) Members as listed passed with a motion by Mrs. Portia Tate and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

Dr. Korrie White, Director of Student Services

James Aldinger, Director of Human Resources and Federal Programs/Accountability

Gina Bennett, Human Resources Supervisor

Dr. Momodou Keita, Student Services Supervisor

Mark Stephens, Student Services Supervisor

Bartlett High School baseball dugout modification

Brad Rainey Homes, Inc. was awarded the Bartlett High School baseball dugout modification in the amount of \$17,696 passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

Resolution 8-1 Education Capital Fund Budget Amendment

Resolution 8-1 Education Capital Fund Budget Amendment passed with a motion by Mr. Bryan Woodruff and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

Approval of School Support Organizations (SSO)

The approval of the following School Support Organizations (SSO) passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Portia Tate.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mrs. Portia Tate: Aye, Mr. Bryan Woodruff: Aye

- | | |
|---|---|
| 1. Bartlett High Touchdown Club | 11. Bon Lin Middle Band |
| 2. Appling Middle PTO | 12. Bartlett High Boys Lacrosse |
| 3. Bartlett Elementary PTO | 13. Oak Elementary PTO |
| 4. Elmore Park Middle Volleyball | 14. Ellendale PTO |
| 5. Bon Lin Middle PTSA | 15. Elmore Park PTO |
| 6. Bartlett Bowlers Parents Association | 16. Bartlett High Girls Soccer |
| 7. Bartlett High Marching Band | 17. Bartlett High Theatre and Forensics |
| 8. Bon Lin Elementary PTO | 18. Bartlett High Basketball Boys |
| 9. Elmore Park Middle Band Boosters | 19. Bartlett High Boys Soccer |
| 10. Altruria Elementary PTO | 20. Bartlett High Cross Country Boys |

ADJOURNMENT

The meeting adjourned at 7:30 p.m.

David M. Cook II, Chairperson

Dr. David A. Stephens, Superintendent

Policy 1035: Title IX and Sexual Harassment

In order to maintain a safe, civil, and supportive learning and work environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited.¹

This policy shall cover employees and students while engaged in any BCS program or activity.² BCS programs and activities include, but are not limited to, activities located on school property, at school-sponsored activities, or in connection with school-provided equipment or transportation. This policy shall be disseminated annually to all staff, students, and parent(s)/guardian(s).³ The Title IX Coordinator and any staff chosen to facilitate the grievance process shall not have a conflict of interest or bias against any party to the complaint or for or against any complainants or respondents generally.⁴ These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints under this policy.⁵ All employees shall receive training on complying with this policy and federal law.⁶

Title IX Coordinator⁷

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. He or she shall be kept informed by school-level personnel of the status of all investigations and shall provide input on an ongoing basis as appropriate.

Any individual may contact the Title IX Coordinator at any time using the information below:

Director, Student Services and Title IX Coordinator
Bartlett City Schools
5705 Stage Road
Bartlett, TN 38134
(901) 202-0855 ext. #2238
kwhite@bartlettschools.org

Definitions⁸

“Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

¹ 34 CFR §106.1

² 34 CFR §106.44(a)

³ 34 CFR §106.8

⁴ 34 CFR §106.45(b)(1)(iii)

⁵ 34 CFR §106.45(b)(1)(iii); 34 CFR §106.45(b)(10)(D)

⁶ 34 CFR §106.30(a)

⁷ 34 CFR §106.8(a)

⁸ 34 CFR §106.30(a)

“Sexual Harassment” is conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking as defined by state and federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

1. Sexually suggestive remarks;
2. Verbal harassment or abuse;
3. Sexually suggestive pictures;
4. Sexually suggestive gesturing;
5. Harassing or sexually suggestive or offensive messages;
6. Direct or subtle propositions for sexual favor; and
7. Touching of a sexual nature.

Sexual harassment may be directed against a particular person(s) or group whether of the opposite sex or the same sex.

“Supportive measures” are non-disciplinary, non-punitive, individualized services and shall be offered to the complainant and the respondent as appropriate without fee or charge. These measures may include, but are not limited to, the following:

1. Counseling
2. Course modifications
3. Schedule changes; and
4. Increased monitoring or supervision

Supportive measures offered shall remain confidential to the extent that maintaining such confidentiality would not impair the district’s ability to provide supportive measures.

Grievance Process

Upon learning of alleged sexual harassment, even if no formal complaint is filed, the Title IX Coordinator shall:

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant’s wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures with or without a formal complaint; and
4. Explain the process for filing a formal complaint.⁹

⁹ 34 CFR §106.44(a)

While the district will respect the confidentiality of the complainant and the respondent as much as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall be consistent with the district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action.

Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance process has been completed. Unless there is an immediate threat to the physical health or safety of any student or other individual arising from the allegation of a sexual harassment that justifies removal, the respondent's placement shall not be changed.¹⁰ If the respondent is an employee, he/she may be placed on administrative leave during the pendency of the grievance process.¹¹ The Title IX Coordinator shall keep the Superintendent informed of any employee respondents so that he/she can make any necessary reports to the State Board of Education in compliance with state law.¹²

Complaints

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall immediately report such information to the Title IX Coordinator; however, nothing in this Policy requires a complainant to either report or file a formal complaint within a certain timeframe. If the complainant involves the Title IX Coordinator, the complaint shall be filed with the Superintendent.

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:¹³

1. Provide written notice of the allegations and the grievance process to all known parties to give the respondent time to prepare a response before an initial interview;
2. Inform the parties of the BCS prohibition against making false statements or knowingly submitting false information;
3. Inform the parties that they may have an advisor present during any subsequent meetings; and
4. Offer supportive measures in an equitable manner to both parties.

If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal, shall be provided to both parties simultaneously.¹⁴

Investigations¹⁵

The Principal or his/her designee shall serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all

¹⁰ 34 CFR §106.44(c)

¹¹ 34 CFR §106.44(d)

¹² T.C.A. §49-5-417(c); TRR/MS 0520-02-03-.09(2)

¹³ 34 CFR §106.45(b)(2)

¹⁴ 34 CFR §106.45(b)(3)(iii)

¹⁵ 34 CFR §106.45(b)(5); 34 CFR §106.45(b)(1)

relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the district and not the complainant or respondent.¹⁶

Once a complaint is received, the Investigator shall initiate an investigation within forty-eight (48) hours of receipt of the complaint.¹⁷ If an investigation is not initiated within forty-eight (48) hours, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

All investigations shall be completed within twenty (20) calendar days from the receipt of the initial complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation has not been completed.

All investigations shall:¹⁸

1. Provide an equal opportunity for the parties to present witnesses and evidence;
2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;
3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;¹⁹
4. Provide the parties with the same opportunities to have others present during any grievance proceeding;
5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate;
6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and
7. Result in the creation of an investigative report that fairly summarizes relevant evidence.

Prior to completion of the investigative report, the investigator shall send to each party a summary of the facts and the evidence subject to inspection and review. All parties shall have at least ten (10) school days to submit a written response which shall be taken into consideration in creating the final investigative report.²⁰

Within the parameters of the federal Family Educational Rights and Privacy Act, the Title IX Coordinator shall keep the complainant and respondent informed of the status of the investigation process. At the close of the investigation, a final written investigative report will be delivered to the parent(s)/guardian(s) of the complainant, the parent(s)/guardian(s) of the

¹⁶ 34 CFR §106.45(b)(5)

¹⁷ T.C.A. §49-6-4503

¹⁸ 34 CFR §106.45(b)(5)

¹⁹ 34 CFR §106.45(b)(1)(x)

²⁰ 34 CFR §106.45(b)(5)(vi)

respondent, and to the assigned Title IX decision-maker, which shall consist of members of the Disciplinary Hearing Authority. Each party shall have at least ten (10) school days prior to a determination of responsibility to review and respond to such report in writing.²¹

Determination of Responsibility²²

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.²³ The preponderance of the evidence standard shall be applied in making this determination.²⁴

Members of the Disciplinary Hearing Authority shall act as the decision-maker. The DHA shall receive the final investigative report and allow each party the opportunity to submit written, relevant questions that such party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party prior to determining responsibility.

The decision-maker shall make a determination regarding responsibility and provide the written determination to the parties simultaneously along with information about how to file an appeal.

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

After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

Appeals²⁵

Either party may appeal from a determination of responsibility based on a procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time of the determination that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or any staff chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX Coordinator within ten (10) school days of a determination of responsibility.

Upon receipt of an appeal, the Title IX Coordinator shall:

²¹ 34 CFR §106.45(b)(5)(vii)

²² 34 CFR §106.45(b)(7)

²³ 34 CFR §106.45(b)(1)(iv)

²⁴ 34 CFR §106.45(b)(1)(vii)

²⁵ 34 CFR §106.45(b)(8)

1. Assign the Superintendent or an impartial hearing officer within five (5) school days of receipt of the appeal; and
2. Notify the parties in writing.

During the appeal process, the parties shall have a reasonable, equal opportunity to submit written statements. Within ten (10) school days, the hearing officer shall issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall be provided simultaneously to both parties.

Retaliation²⁶

Retaliation against any person who makes a report or complaint or assists, participates, or refuses to participate in any investigation of an act alleged in this policy is prohibited.

²⁶ 34 CFR 106.71

Bartlett City Board of Education		5037
Descriptor Term: SOCIAL MEDIA	Descriptor Code: Personnel	Issue Date: 06/25/2020
	Rescinds:	Revised:

1 The purpose of this policy is to establish guidelines and provide direction for District
2 employees when participating in online social media activities. The Superintendent or
3 his/her designee shall establish procedures to ensure effective administration of this
4 policy.

5 **Definitions**

6 Social media: Includes any and all forms of online publication where individuals engage
7 in conversation or exchange of written information or images (such as blogs, micro-blogs,
8 wikis, podcasts, virtual worlds, user rating services, messaging sites, and social
9 networks). Social media tools include online sites such as Twitter, Facebook, YouTube,
10 Wikipedia, Instagram, Pinterest, Snapchat, and LinkedIn. These examples are included
11 by way of illustration and not limitation; new social media platforms are continually
12 emerging, and the named tools shall not constitute an exhaustive list of social media
13 governed by this Policy.

14 Professional Use: Refers to an employee’s personalized presence on social media to
15 advance a program or function of the Bartlett City Board of Education as part of the
16 employee’s job responsibilities.

17 Personal Use: Refers to an employee’s personalized presence on social media, initiated
18 at will by the employee, to advance a personal objective.

19 Disruption to the school environment: Includes any interference with the school
20 environment or violation of Board policy. Interference includes, but is not limited to,
21 violations of Policy 5024: Ethics, affected job responsibilities, compromised or
22 disharmonious professional working relationships, student or parent complaints, student
23 reassignment, student withdrawal, or a threatened or actual negative impact on the
24 learning environment.

25 **Social Media Guidelines**

26 BCS employees shall refrain from using social media for school-related messaging unless
27 otherwise approved by a school or department administrator. The primary method of
28 school communications shall be District-provided communication tools, such as a school
29 email, the learning management system, voicemail account, webpage, Seesaw, Remind,
30 or related professional platforms.

31 Professionalism should be maintained in all interactions with students, staff, their families,
32 and the community whether engaging in-person or electronically via social media. Failure
33 to do so may place an employee in violation of Board policy and at risk of discipline.

1 By accessing, creating, or contributing to any professional or personal use of social
2 media, BCS employees agree to abide by the expectations incorporated in Policy 5037:
3 Social Media.

4 District employees remain personally responsible for content published by, attributable
5 to, or connected with their presence on social media. Online behavior should reflect the
6 same standards of honesty, respect, responsibility, and consideration required of BCS
7 employees engaged in in-person communications, and social media use should always
8 remain within the bounds of professional discretion. Online conduct resulting in a
9 disruption to the school environment, whether resulting from professional or personal use
10 of social media, may be subject to disciplinary action up to and including dismissal.

11 **Professional Use of Social Media**

12 District employees are prohibited from using personal social media accounts for official
13 school purposes. If a BCS employee wishes to incorporate social media into the
14 curriculum or educational program, he or she must first inform and receive approval from
15 his/her school or department administrator and receive express parental informed
16 consent for third party social media platforms. Social media use in the classroom should
17 be incorporated only in cases where the educational benefit outweighs the potential risks
18 of participation. Upon approval by an administrator, District employees may establish a
19 classroom social media account or page using District contact information, including
20 school email account, address, and voicemail extension.

21 Professional use of social media shall be considered an extension of the classroom, and
22 all content associated with such use shall adhere to classroom and professional
23 expectations. Copyright and fair use guidelines should be maintained, and the school
24 and/or District name, logos, and images may not be used without receiving prior
25 permission pursuant to Board Policy 1028. District employees incorporating social media
26 into the classroom shall maintain the primary responsibility for monitoring such use, and
27 what is inappropriate in the classroom should be deemed inappropriate online. Social
28 media interactions with students should demonstrate the highest levels of professionalism
29 and should adhere to all District policies regarding student records, safety, privacy, codes
30 of conduct, and ethics.

31 Any student information communicated through social media platforms must comply with
32 all District policies on student privacy and student records. In addition to the privacy
33 requirements set forth in Board policy and in the Family Educational Rights and Privacy
34 Act (FERPA), a student's participation in third party social media sites as part of a District
35 activity shall require express parent informed consent. As part of such consent, parents
36 must be made aware, in writing, that the District is unable to control such third party sites,
37 that the activity is optional, and that, should the parent decline to consent, a suitable and
38 educationally-equivalent alternative activity or assignment will be made available.

39 The District recognizes that student or community groups may create social media
40 accounts representing students or groups associated with the District. If and when District
41 employees join or engage with these social networking groups, they do so as
42 representatives of the District and are encouraged to use a professional social media
43 account. In this capacity, whether on or off duty, all employees are responsible for

1 maintaining appropriate employee-student relationships and have further responsibility
2 for reporting and/or addressing inappropriate behavior or activity on these networks. This
3 responsibility includes maintaining student confidentiality, acting to protect the safety of
4 minors online, reporting abuse, bullying, or harassment, and adhering to the Teacher
5 Code of Ethics. Failure to do so could put an employee in violation of existing District
6 policies and at risk of disciplinary action.

7 **Personal Use of Social Media**

8 District employees remain personally responsible for content published by, attributable
9 to, or connected with their social media accounts. Online behavior should always reflect
10 the same standards of honesty, respect, responsibility, and consideration required of BCS
11 employees, and even personal use of social media should remain within the bounds of
12 professional discretion. A BCS employee may be identified as an employee or may
13 otherwise associate themselves with the District through self-identification, display of their
14 name and likeness, school contacts, “follows”, or “likes” and thus must ensure that any
15 associated content is compatible with the mission of the District.

16 District employees are prohibited from using personal social media accounts for official
17 school purposes. Online fraternization between BCS employees and BCS students is
18 strictly prohibited. Employees may not use personal social media to solicit or accept
19 “friend” requests or other social media connections from BCS enrolled students or former
20 students who continue to be minors. This prohibition shall not apply to any “friend”
21 connection between a BCS employee and members of his or her family.

22 District employees are encouraged to remember that intentional messaging and privacy
23 protections help distinguish personal comments from those communicated on behalf of
24 Bartlett City Schools. Consistent with Policy 5029, employees must make clear that the
25 view expressed on his/her social media is not the official view of the Board or BCS.
26 Employees shall never use personal social media in any way purporting to be or speaking
27 for Bartlett City Schools.

28 Even when incorporating the most restrictive privacy settings, employees should assume
29 that all postings are in the public domain. Employees should understand that comments
30 made using certain social media platforms are not protected by privacy settings, and
31 employees must refrain from publishing content that could be deemed unprofessional.
32 Online conduct resulting in a disruption to the school environment, whether resulting from
33 professional or personal use of social media, may be subject to disciplinary action up to
34 and including dismissal.

35 **Reporting Notification, and Training**

36 Improper uses of social media shall be referred to the building administrator and/or BCS
37 Department of Human Resources for investigation. This Policy shall be disseminated
38 annually to District staff, students, and volunteers via the Acceptable Use of Technology
39 form and the BCS website. All District employees and volunteers shall be educated on
40 this Policy, acceptable use of social media platforms, and related administrative
41 procedures.