

BUSINESS MEETING AGENDA

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

**October 24, 2024
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. September 26, 2024 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
 - A. SECOND READING REVISED POLICY 2015: Purchasing
 - B. SECOND READING REVISED POLICY 4014: Grading System
- X. BOARD ACTION ITEMS
 - A. New Board Business
 - 1. FIRST READING REVISED POLICY 6016: School Admissions
 - 2. ESSER 3.0 Spending Plan
 - 3. LEA Compliance Report 2024
 - 4. Tennessee Investment in Student Achievement (TISA) Report
 - 5. Contract with Allied Instructional Services
 - 6. Resolution 12-4 Tenure Charges
- XI. ADJOURNMENT

**BARTLETT CITY BOARD OF EDUCATION
BUSINESS MEETING MINUTES
AUDITORIUM
5705 STAGE ROAD
BARTLETT, TN 38134**

**September 26, 2024
5:00 PM**

INVOCATION AND PLEDGE OF ALLEGIANCE

Board Member Brad Ratliff 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

Mrs. Shirley Jackson

Mr. Brad Ratliff

Absent: Mr. David Cook

Absent: Bryan Woodruff

SPECIAL PRESENTATIONS

No Special Presentations.

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

Chairman Jackson removed item #8 Resolution 12-4 Tenure Charges. The Amended Agenda passed with a motion by Ms. Erin Berry and a second by Mr. Brad Ratliff.

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

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

August 22, 2024 Business Meeting Minutes

The August 22, 2024 Business Meeting Minutes passed with a motion by Ms. Erin Berry and a second by Mr. Brad Ratliff.

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

REPORTS

Chairman's Report

No report.

Superintendent's Report

Superintendent Stephens provided the following updates:

- I attended the TDOE/TOSS study council conference last week.
- I recently spoke at the Bartlett Chamber of Commerce meeting. Thank you to Board Members Ms. Jackson and Mr. Ratliff for attending.
- I welcomed the new student teachers at their lunch and learn/Appreciation luncheon. Good opportunity to get to know them and a great recruiting tool.
- October 3, we are starting the BCS Aspiring Leaders Academy for the next generation of school leaders. This will consist of 7 meetings and will conclude in April. The cohort will attend a future Board Meeting.
- Tonight at 6:00 p.m. BHS football plays Grenada.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

The Financial Report passed with a motion by Mr. Brad Ratliff and a second by Ms. Erin Berry.

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

UNFINISHED BOARD BUSINESS

SECOND READING REVISED POLICY 5020: Vacations and Holidays

The second reading of revised POLICY 5020: Vacations and Holidays passed with a motion by Ms. Erin Berry and a second by Mr. Brad Ratliff.

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

BOARD ACTION ITEMS

New Board Business

2024 Tenure Recommendations

Dr. Chris Maley read the following teacher names recommended for Tenure into the records. The tenured teachers were presented a certificate and gift.

- Megan Fertig, Elmore Park Middle School
- Cheryl Gipson, Bartlett High School
- Joshua Leathers, Bartlett Elementary School
- Melissa Marshall, Bartlett High Ninth Grade Academy

- Bailey McAllister, Elmore Park Middle School
- Patrick McDermott, Bon Lin Middle School
- Abbey Myrick, Appling Middle School

The 2024 Tenure Recommendations passed with a motion by Ms. Erin Berry and a second by Mr. Brad Ratliff.

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

FIRST READING REVISED POLICY 2015: Purchasing

The first reading of revised POLICY 2015: Purchasing passed with a motion by Ms. Erin Berry and a second by Mr. Brad Ratliff.

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

FIRST READING REVISED POLICY 4014: Grading System

The first reading of revised POLICY 4014: Grading System passed with a motion by Ms. Erin Berry and a second by Mr. Brad Ratliff.

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

Memorandum of Agreement (MOA) Dual Credit Agreement with Southwest Tennessee Community College

The Memorandum of Agreement (MOA) Dual Credit Agreement with Southwest Tennessee Community College passed with a motion by Ms. Erin Berry and a second by Mr. Brad Ratliff.

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

Clinical Experiences Affiliation Agreement (AA) Between University of Tennessee at Martin and the Bartlett City Board of Education

The Clinical Experiences Affiliation Agreement (AA) Between University of Tennessee at Martin and the Bartlett City Board of Education passed with a motion by Ms. Erin Berry and a second by Mr. Brad Ratliff.

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

2025-2026 Bartlett City Schools Instructional Calendar

The 2025-2026 Bartlett City Schools Instructional Calendar passed with a motion by Mr. Brad Ratliff and a second by Ms. Erin Berry.

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

Resolution 12-3 Budget Amendment

Resolution 12-3 Budget Amendment passed with a motion by Ms. Erin Berry and a second by Mr. Brad Ratliff.

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

~~Resolution 12-4 Tenure Charges~~

This agenda item was pulled from the agenda.

ADJOURNMENT

The meeting adjourned at 5:20 p.m.

Shirley Jackson, Chairman

Dr. David A. Stephens, Superintendent

POLICY 2015: Purchasing

Purchasing Authority

Bartlett City Schools will purchase competitively without prejudice and seek maximum educational value for every dollar expended. The Superintendent shall serve as purchasing agent for District-wide purchasing,¹ and Principals shall serve as purchasing agents for individual schools. The acquisition of services, equipment, and supplies shall be centralized in the Purchasing Department with the approval of the Superintendent. All purchases of supplies, furniture, fixtures, and material of every kind that are subject to competitive bid requirements shall be approved by the Superintendent.

Routine purchases including supplies, furniture, fixtures, materials, equipment, and salaries required for the operation of the school system shall be anticipated and provided for in the budget and shall be authorized by the Board each fiscal year. The Superintendent or his/her designee through the Purchasing Department shall make all routine purchases without further Board authorization. However, no purchase shall exceed the function's budgeted authorization without Board approval.

Purchases which are not routine and which may or may not be specifically identified by line item in the budget shall require Board approval on an item-by-item basis. Such special purchases include, but are not limited to, all capital expenditures such as vehicles, buildings, major equipment, long-term use equipment, major contracts, and supplies of an unusual quantity or nature.

The Superintendent and his/her designee shall be authorized to acquire federal surplus property through the Tennessee General Services Department and to enter into agreements, certifications, and covenants of compliance concerning the use of federal surplus property.

The Superintendent is further empowered to waive normal purchasing requirements and to authorize procurement in the event of an operational emergency as defined below. However, if the emergency purchase is of such significant magnitude as to impact the integrity of the budget, then whenever possible the Chairman shall call a special or emergency meeting of the Board to deal with the matter. A report of the circumstances of any emergency purchase shall be presented to the Board and entered into the minutes of the next Board of Education meeting.

The Board recognizes that online purchasing may provide savings opportunities that serve the best interest of the District, but caution should be used to ensure that procurement procedures are followed. Online purchasing shall be permitted consistent with the purchasing procedures described herein.

Competitive Bid Requirements

All purchases of supplies, furniture, fixtures, materials, equipment, and services in excess of Twenty-Five Thousand Dollars (\$25,000) shall be made based on competitive bids and must be approved by the Superintendent.²

¹ T.C.A. §49-2-206(3); T.C.A. §6-36-115

² T.C.A. §49-2-203(a)(3); T.C.A. §12-3-1212; T.C.A. §12-3-1204(b)

Bids shall be solicited by advertisement through a comprehensive list of vendors or through a newspaper of general circulation in Shelby County. A comprehensive list of vendors may be used, provided that vendors on the list are given notice to bid, and provided further, that the Purchasing Department shall annually solicit for prospective vendors in a newspaper of general circulation in Shelby County and by publication on a news and information website in accordance with state law³ and update the comprehensive vendor list accordingly. If a comprehensive vendor list is not used, then an advertisement shall be circulated by newspaper as indicated above.

All purchases of supplies, furniture, fixtures, materials, equipment, and services totaling Twenty-Five Thousand Dollars (\$25,000) or less shall be made in the open market without public advertisement. However, whenever possible, such purchases totaling between Two Thousand, Five Hundred Dollars (\$2,500) and Twenty-Five Thousand Dollars (\$25,000) shall be based on at least three (3) competitive quotations or justification as to why three (3) quotations were not obtained.⁴ ~~Notwithstanding the foregoing,~~ individual school purchases totaling between One Thousand Five Hundred Dollars (\$1,0500) and Twenty-Five Thousand Dollars (\$25,000) shall also be based on at least three (3) competitive quotations ~~pursuant to the Tennessee Internal School Uniform Accounting Policy Manual.~~

Separating or splitting an order to avoid the use of competitive bidding or other procurement requirements is strictly prohibited. Employees found in violation of this provision may be subject to discipline, up to and including dismissal.

Exceptions to Competitive Bidding

The following are exceptions to the competitive bidding requirement:⁵

1. Professional Services Contracts. Professional services are defined as services provided by an individual or group with specialized training or expertise and shall be awarded on the basis of recognized competence and integrity.⁶ Professional services include, but are not limited to, financial advisory services, educational consulting services, legal services, construction management services that are provided for a fee and that involve preconstruction and construction administration and management services, insurance services, auditing services, engineering services, professional development services, and energy-related services that include both engineering services and equipment, and have as their purpose the reduction of energy costs in public schools.
2. Liability Insurance purchased through a plan authorized and approved by any organization of governmental entities representing cities and counties.
3. Purchases of goods or contracts for services from sole source and single source providers. Sole source providers are defined as suppliers of goods and services exempt from competitive bidding requirements due to the absence of another supplier capable of providing the product or performing the service. Single source provider is defined as one of a number of suppliers of goods and services which, for an acceptable reason, is

³ T.C.A. §1-3-120(f)

⁴ T.C.A. §49-2-203(a)(3)(A)-(B); T.C.A. §49-2-206(b)(2);
T.C.A. §12-3-1212; Public Acts of 2024, Chapter No. 513

⁵ T.C.A. §49-2-203(a)(3)(A)-(B); T.C.A. §49-2-206(b)(2);
T.C.A. §12-3-1212; Public Acts of 2024, Chapter No. 513

⁶ T.C.A. §12-3-1209; T.C.A. §12-4-107; T.C.A. §29-20-407

uniquely qualified to meet the District's procurement goals due to specific qualifications or attributes. Such qualifications or attributes include, but are not limited to, availability of product, compatibility with existing District products, standardization of the product with existing District products, and grant or contract requirements.

4. Cooperative Purchasing. Cooperative purchasing is defined as purchases of supplies, equipment, and services under a competitive bid issued by any municipality, county, utility district, the State of Tennessee, or other local governmental unit of the State.
5. Emergency Purchases. Emergency purchases are defined as purchases of any parts, supplies, or services in the event of an operational emergency. Operational emergencies include major disruptions to educational activities or unforeseen dangers to life, health, safety, or property that create an immediate purchasing need that cannot be met through normal purchasing methods. A report of the circumstances of any emergency purchase shall be presented to the Board and entered into the minutes of the next Board of Education meeting.
6. Purchases of fuel in bulk amounts that would exceed the bid limits may be made in the open market without public advertisement or competitive bidding. Whenever possible, however, at least three (3) documented quotes shall be obtained.⁷

All purchases in this category exceeding One Hundred Thousand Dollars (\$100,000) must be approved by the Board.

Purchasing Procedures

All requisitions shall be approved by the Principal for school purchases or the appropriate Department head for Central Office purchases and submitted to the Superintendent on forms provided by the Purchasing Department. Requisitions shall include the following:

1. Department making request
2. Items requested
3. Reason for request
4. Line item expense code
5. Assurance of funds availability
6. Three (3) bids or justification as to why three (3) bids were not obtained; and
7. Authorized signature of Department head (or approved budget manager)

All District purchases shall be made by purchase order or formal contract, and no purchase shall be made nor payment approved unless covered by an approved purchase order. The Superintendent shall approve all District purchase orders for payment.

Principals may approve purchase orders of up to Twenty-Five Thousand Dollars (\$25,000) for supplies, equipment, or services when such expenditures do not exceed the school budget and will be completed in the current fiscal year. Notwithstanding the foregoing, the Superintendent shall approve the following school purchases:

1. A single piece of equipment costing more than Five Thousand Dollars (\$ 5,000.00);
2. One that is to be attached to or one that requires alteration of the building; or
3. One that will become a permanent fixture.

Online purchasing shall be permitted with the following requirements:

⁷ T.C.A. §12-3-12(a)

1. Prior authorization must be obtained from the Superintendent before setting up new online accounts, and schools shall maintain a list of all accounts.
2. Online purchases must be for school purposes and made in accordance with established policies and procedures. School employees are prohibited from making personal purchases even with the intent of reimbursing the school system. School employees are prohibited from using a school's tax exempt status for personal purchases of any kind.⁸
3. The availability of money for the fund/account in question should be determined through the requisition process before purchase orders are approved.
4. All purchase orders must be properly filled out and approved prior to a purchase.
5. Necessary price quotes should be obtained where possible and/or practical and retained with other purchase documentation.

Disclaimers and Restrictions

Purchases made by unauthorized individuals or made in an unauthorized manner shall become the personal responsibility of the persons making the purchase agreement. Employees authorizing or contracting for such purchases may be subject to discipline, up to and including dismissal. The Board shall not, under any circumstances, be responsible for payment for any services, equipment, fixtures, materials, or supplies, purchased by unauthorized individuals or in an unprescribed manner.

Private contacts between all District officers, employees, and suppliers shall be minimized upon the accepted premises that contact other than discussion in an open public forum compromises the District in its responsibility to deal openly and fairly with all persons. If engaged, such contacts should be made equally available to all suppliers. Further, consistent with Policy 5024: Ethics, all BCS employees shall avoid any conflict of interest or appearance of impropriety between their personal interest, financial or otherwise, and the interests of the District. In cases of uncertainty, an employee should request a ruling from the Superintendent.

⁸ T.C.A. §49-2-608(1)

Bartlett City Board of Education		4014
Descriptor Term: GRADING SYSTEM	Descriptor Code: Instructional Services	Issue Date: 07/24/2014
	Rescinds:	<u>Current Revision:</u> <u>Revised:</u> 04/28/2016; 06/23/2016; 06/22/2017; 03/10/2020 11/19/2020 07/28/2022

1 The Bartlett City Schools grading system will follow all applicable statutes, rules, and regulations of
2 the State Board of Education. The grading system shall be uniform district-wide¹, except to the
3 extent that BCS operates ungraded and/or unstructured classes in grades K-3 in accordance with
4 state rules and regulations.² Conduct grades are based on behavior and shall not be deducted from
5 scholastic grades. Student conduct grades shall reflect “E” for excellent, “G” for good, “S” for
6 satisfactory, “N” for needs improvement”, or “U” for unsatisfactory and shall be reported at each
7 grading period.

8 **REPORT CARDS**

9 The report card form, content, and procedure shall be approved by the Board prior to
10 implementation. Report cards shall include the information necessary to communicate student
11 progress to parents, and they shall provide academic progress and attendance information on a
12 regular basis. Report cards are distributed at the end of each nine-week grading period. At the
13 midpoint of the nine weeks, parents will be notified of students’ progress through an interim report.
14 When a student’s behavior or academic performance falls below acceptable levels, the teacher
15 must notify the parent through interim reports or student report cards. All elementary report cards
16 shall contain sufficient space for teacher and parent comments.

17 Kindergarten Report Cards

18 Kindergarten grade level standards shall be as prescribed by the State of Tennessee. Students are
19 evaluated based on their progress toward meeting benchmarks for each standard. Progress shall
20 be indicated by “M” for “Mastery and “X” for “Non-Mastery” for each skill. Letter grades are used to
21 express basic grading for non-core content areas like art, music, and physical education. Letter
22 grades include “E” for excellent, “G” for good, “S” for satisfactory, “N” for needs improvement or “U”
23 for unsatisfactory.

¹ T.C.A. §49-1-302(a)(17)

² T.C.A. §49-1-302(g)

1 **GRADING SCALE GRADES ONE (1) THROUGH TWELVE (12)**

2 The grading system for core content areas is expressed by the letters “A”, “B”, “C”, “D”, and “F”
3 according to the numerical values listed on the grading scale below. First (1st) and second (2nd)
4 grade science and social studies will be expressed by the letter grades “S” or “N”.

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

5 State Standardized Assessments

6 For students in grades 3-12, scores on state standardized assessments shall comprise the
7 minimum percentage of the students’ final grades as permitted by law.³

8 All state standardized raw assessment data shall be calculated by using the target grade
9 methodology as prescribed by the State Department of Education.

10 High School Grading

11 Students who meet only the minimum requirements should be given minimum passing grades. No
12 student may fail for the semester or year if the only failing grade is that of the semester examination.

13 Students who successfully complete a high school course will earn high school credit. Credits will
14 be awarded in .5 increments upon successful completion of a semester. A student will receive one
15 full credit in the course if he/she receives a passing yearly grade in the course.

16 For courses which have no state mandated end of course (“EOC”) exam, each semester grade is
17 fifty percent (50%) of the final grade. For courses which include a state EOC exam, each semester
18 grade is forty-five percent (45%) of the final grade, and the EOC exam accounts for ten percent
19 (10%). For the 2017-2018 school year and beyond, each semester grade is forty-two-seven point
20 five percent (47.5%) of the final grade, and the EOC exam accounts for fifteen-five percent (45%).

21 Students enrolled in a high school course having an eighty-seven (87) or higher course average
22 who have five (5) or fewer excused absences (distance learning days do not count as an absence)
23 may be exempted from the district semester exams. Any unexcused absence disqualifies the
24 student from all exam exemptions. Students in grades 9-12 may be exempted for both fall and
25 spring semester exams.

26 Weighted Grades

27 For Advanced Placement (A.P.) and dual enrollment courses, teachers will add five (5) points to
28 each quarter and semester exam grade. For dual credit, and national industry certification courses,
29 teachers will add four (4) points to each quarter and semester exam grade. For Honors courses,
30 including middle school courses taught at the Honors level, teachers will add three (3) points to
31 each quarter and semester exam grade. Points shall not be added to the final grade.

³ T.C.A. §49-1-617

1 Calculation for High School Course GPA

2	Grade	Value	Regular	Honors	Dual Credit	A.P./Dual Enrollment
3	A	90-100	4	4.5	4.75	5
4	B	80-89	3	3.5	3.75	4
5	C	70-79	2	2.5	2.75	3
6	D	60-69	1	1.5	1.75	2
7	F	Below 60	0	0	0	0

8 This weighted grading scale shall be used for all official purposes including report cards, GPA, class
9 rank, honor roll, etc. except the Lottery / Hope Scholarship as described below.

10 Tennessee Uniform Grading Scale for Lottery/HOPE Scholarship

11 Students applying for lottery scholarships and other Tennessee Student Assistance Corporation
12 funds must be evaluated using the Tennessee State Uniform Grading Scale. The scale is as follows:

- 13 A.....90-100
- 14 B.....80-89
- 15 C.....70-79
- 16 D.....60-69
- 17 F.....Below 60

18 Each school year, prior to scheduling courses for the next school year, all middle schools, and
19 Bartlett High School shall conduct a lottery scholarship day for students and their parents.⁴ Each
20 school counselor will provide incoming freshmen with information on college core courses required
21 for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score,
22 etc.) that must be met in order to receive a scholarship.

⁴ T.C.A. §49-4-932(f)

Bartlett City Board of Education		6016
Descriptor Term: SCHOOL ADMISSIONS	Descriptor Code: Student Services	Issue Date: 03/13/2014
	Rescinds:	Revised: 07/25/2024 10/24/2024

1 General Requirement

2 Proof of legal residence and legal custody shall be required for enrollment in school unless
3 otherwise provided by law or Board policy.

4 A student may enroll in the district at any time during the year if his/her parent, legal guardian, or
5 custodian moves his/her residence into the district. A student may be disenrolled if the parent,
6 legal guardian, or custodian provides a false residential address.

7 First-Time Enrollment

8 Any student entering school for the first time must present:

- 9 1. A birth certificate or officially acceptable evidence of date of birth at the time of
10 registration;¹
- 11 2. Evidence of a current medical examination.² There shall be a complete medical
12 examination of every student entering school for the first time;
- 13 3. Evidence of state-required immunization³; and
- 14 4. Proof of residence.

15 The name used on the records of a student entering school must be the same as that shown on
16 the birth certificate unless evidence is presented that such name has been legally changed
17 through a court as prescribed by law. If the parent/guardian does not have or cannot obtain a birth
18 certificate, then the name used on the records of such student will be the same as that shown on
19 documents which are acceptable to the school principal as proof of date of birth.⁴

20 A child whose care, custody, and support have been assigned to a resident of the district by a
21 power of attorney or order of the court shall be enrolled in school provided appropriate
22 documentation has been filed with the district office.⁵

23 In the absence of an epidemic or threat thereof, the District shall not require immunizations from
24 any student whose parent, legal guardian, or custodian files with the school principal either (i) a
25 signed Refusal Due to Personal Beliefs document or (ii) a written statement from a qualified
26 physician excusing such student due to medical reasons.⁶ Such proof of exception shall be filed
27 in the same manner as other immunization records and shall be affirmed under the penalties of
28 perjury. A certificate containing documentation of other required health information must be
29 provided in addition to any immunization exception.

¹ T.C.A. §49-6-3008(b)

² TRR/MS 0520-1-3-.08(2)(a)

³ T.C.A. §49-6-5001(c)

⁴ T.C.A. §49-6-5106

⁵ T.C.A. §49-6-3001(c)(6)

⁶ T.C.A. §49-5-5001

1 Notice of Student Offenses and Students Adjudicated Delinquent⁷

2 No later than thirty (30) days from the date on which the student first enrolled, a Principal or
3 Principal's designee may ask a parent/guardian in writing if their student has at any time been
4 adjudicated delinquent for an offense listed in T.C.A. §49-6-3051(b).

5 If a student has at any time been adjudicated delinquent for any offense listed in T.C.A. §49-6-
6 3051(b), the parents/guardians, including the Department of Children's Services acting in any
7 capacity, and a school administrator of any school having previously received similar notice from
8 the Juvenile Court or another source, shall provide to the school Principal/designee, the abstract
9 provided under T.C.A. §37-1-153 or T.C.A. §37-1-154 or other similar written information when
10 any such student:

- 11 1. Initially enrolls in an LEA;
- 12 2. Resumes school attendance after suspension, expulsion, or adjudication of delinquency;
- 13 or
- 14 3. Changes schools within this state.

15 This information shall be shared only with school employees who have responsibility for
16 classroom instruction of the student and the school counselor, social worker, or psychologist who
17 is developing a plan for the child while in the school, and the school resource officer. Such
18 information is otherwise confidential and shall not be released to others, and the written
19 notification shall not become a part of the student's record.⁸

20 Proof of Residency

21 Unless otherwise prohibited by law, parents, legal guardians, or custodians having lawful control
22 of students (proof of legal custody shall be required) must provide the following proof of residence
23 in order to enroll a child in Bartlett City Schools.

24 General Proof of Residency

25 Parents, legal guardians, or custodians having lawful control of the student must provide one item
26 from Option A and one (1) item from Option B from the items listed below:

27 Option A:

- 28 1. Most current mortgage statement or deed of the owner of the home in which the
29 student will reside during the current school year;
- 30
- 31 2. Current active lease of the lessee or rental agreement of the renter of the home in
32 which the student will reside during the current school year. The lease or rental
33 agreement must include the leasing agent or landlord's current contact information;
- 34

35 Option B:

- 36
- 37 3. Most recent MLGW bill of the owner, renter, or lessee of the home in which the student
38 will reside during the current school year;
- 39
- 40 4. Current real estate tax receipt;
- 41
- 42 5. Government documentation received within the past 60 days;

⁷ T.C.A. §37-1-153(e); T.C.A. §37-1-154; T.C.A. §49-6-3051(a)

⁸ T.C.A. §49-6-3051(d)

1 Shared Residency Requirements

2 Unless otherwise prohibited by law, in the event a student resides with his/her parent, legal
3 guardian, or custodian in the home of someone else, the following proof of shared residency must
4 be provided in order to enroll a student in Bartlett City Schools:

5 A. Unless otherwise approved by the department responsible for verifying residency, the
6 homeowner, renter, or lessee of the home in which the student resides must accompany
7 the parent, legal guardian, or custodians to registration and provide two (2) of the items
8 listed in the General Proof of Residency Section above; and
9

10 B. Unless otherwise approved by the department responsible for verifying residency, the
11 parent, legal guardian, or custodian identified as the shared resident must be listed as an
12 occupant on any lease or rental agreement that is presented as a general proof by the
13 lessee or renter; and
14

15
16 C. The parent, legal guardian, or custodian having lawful control of the student claiming
17 shared residency must provide two (2) of the following items listed below:

18 1. Current car registration of the parent, legal guardian, or custodian having lawful
19 control of the student bearing the address at which the student will be residing
20 during the current school year;

21 2. Voter registration of the parent, legal guardian, or custodian having lawful control
22 of the student bearing the address at which the student will be residing during the
23 current school year;

24 3. Payroll stub of the parent, legal guardian, or custodian having lawful control of the
25 student bearing the address at which the student will be residing during the current
26 school year;

27 4. Current renter's insurance of the parent, legal guardian, or custodian having lawful
28 control of the student bearing the address at which the student will be residing
29 during the current school year;

30 5. Government documentation or legal mail received within the past 60 days directed
31 to the parent, legal guardian, or custodian having lawful control of the student
32 bearing the address at which the student will be residing during the current school
33 year.

34