

BARTLETT CITY BOARD OF EDUCATION
BARTLETT CITY SCHOOL BOARD BUSINESS MEETING
BUSINESS MEETING AGENDA BARTLETT CITY HALL - COUNCIL CHAMBERS
6400 STAGE ROAD, BARTLETT
PO Box 341148
Bartlett, TN 38134

June 23, 2016

7:00 PM

INVOCATION

PLEDGE OF ALLEGIANCE

CALL TO ORDER & ROLL CALL

Official Business of the Day

SPECIAL PRESENTATIONS

Superintendent Stephens Performance Evaluation

PUBLIC COMMENT

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

May 26, 2016 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 4014: Grading System Revised Second Reading

The Second Reading of Revised POLICY 4014: Grading System passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

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

BOARD ACTION ITEMS

Consent Agenda

The Consent Agenda passed with a motion by Mr. Jeff Norris and a second by Ms. Erin Berry.

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

2016-2017 IDEA Application for funding

2016-2017 ESEA Application for funding

Contract for Special Education Services - Brunswick Day School

Contract for Special Education Services – King’s Daughters and Sons

Contract for Special Education Services – Memphis Oral School for the Deaf

BCS Differentiated Pay Plan for 2016-2017

Bartlett High School Master Plan Contract

Student Insurance 2016-2017

Apple Memorandum of Understanding (MOU)

BCS Resolution 3-10 Amend the 2015-2016 General Fund Budget

BCS Resolution 3-11 Amend the 2015-2016 Education Capital Fund Budget

New Board Business

New Policy 4034: School Volunteers FIRST READING

The First Reading of New Policy 4034: School Volunteers passed with a motion by Mr. Jeff Norris and a second by Bryan Woodruff.

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

New Policy 6053: Sports Related Concussions and Sudden Cardiac Arrest FIRST READING

The First Reading of New Policy 6053: Sports Related Concussions and Sudden Cardiac Arrest passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

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

Porter-Leath Agreement

The Porter-Leath Agreement passed with a motion by Bryan Woodruff and a second by Mr. David Cook.

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

Electro Mech Contract

The Electro Mech Contract passed with a motion by Mr. Jeff Norris and a second by Bryan Woodruff.

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

ADJOURNMENT

BARTLETT CITY BOARD OF EDUCATION
BUSINESS MEETING MINUTES
Thursday, May 26, 2016

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

INVOCATION AND PLEDGE OF ALLEGIANCE

Mr. 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 Jeff Norris 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

Bartlett High School's Class of 2016 Valedictorian - Bawan Qaladize. He has a cumulative grade point average of 4.5, ACT composite score of 34, and his PSAT score of 209 ranked him the 98th percentile of students taking the test nationwide. Throughout high school, he took a rigorous schedule of Advanced Placement and Honors classes. In his senior year alone, he accepted the challenge of taking six Advanced Placement classes, excelling in each one. In total, he has accumulated credits in fifteen Honors and nine Advanced Placement classes. In the future, Bawan plans to obtain an undergraduate degree in Biology to prepare himself for medical school. His desire is to become a Pediatrician after medical school.

Three Bartlett City Schools students scored Gold on the National Spanish Exam. The National Spanish Exam is an exam that is primarily attempted by the private schools in our area. Jessica and Alexandra are the only public school middle school students to score a gold on the National Spanish Exam on their level, Level 1 - in the Memphis area. They are both Applying student taught by Mrs. Shan Fite, Spanish 1 Honors Applying and Elmore Park Middle School.

- Jessica Bowen- scored 95% on the National Spanish Exam which places her in the top 5% of all the students in the nation who took the National Spanish Exam in her level and category. For Jessica to attain a gold medal, the highest distinction, on the National Spanish Exam as an 8th grader is a wonderful accomplishment!
- Alexandra Rivera had a perfect score of 200 out of 200 on the National Spanish Exam AND is one of three bilingual students tied for 1st place in Tennessee. This score puts her in the top 1% with her peers across the nation. She will receive an

individual award from Tennessee's chapter of The American Association of Teachers of Spanish and Portuguese.

- Mary Jensen is a 3rd year BHS student that received gold who is also ranked in the top 20 in the state of Tennessee for the competition level of classroom experience. She scored a 98% which is the top 2% in the nation! Mrs. Daz Madero is her teacher.

The following students made the 2016 All State Band:

- Brandon Davis is a 12th grade percussionist. He was battery percussion section leader this year. He has made All West every year since 7th grade. This is his 1st year to make All State. He will be attending University of Memphis to study music education on an academic and music scholarship.
- Rebecca Alberson is a 12th grade clarinet player. She was one of the drum majors during marching season the past 2 years. She has made All West every year since the 7th grade. This is her 2nd time to make All State. She will be attending University of Memphis to study Spanish and Russian with a minor in music on an academic and music scholarship. She also was named an Academic All Star in music by the Commercial Appeal.
- Lindsey Weber is a 10th grade bass clarinet player. She also plays clarinet in the marching season. She has made All West every year since the 7th grade. This is her 1st time to make All State.
- Walt Price is a 9th grade clarinet player. He has made All West every year since 7th grade. This is his 1st year to make All State.

BCS had two State teacher of the year nominations:

- Blair Lynch, the 2016 Council of Social Studies Outstanding Teacher for grades 5-8, teaches 8th grade Social Studies at Elmore Park Middle School. She has served as Social Studies Department Chair, Junior Beta Club Sponsor, and on the PTSA board. She has served as a Social Studies CORE coach for Tennessee and also presented at many workshops on a state, district and school level. One of many letters of support describes her students as always active - investigating a topic, analyzing primary sources, participating in simulations, or engaging in technology to express their thoughts and opinions. She is described as being able to foster growth in her students by increasing their confidence, curiosity, and level of knowledge.
- Jacob Farrell, Tennessee Science Teachers Association's Educator of the year, grades 5-8, teaches Science and STEM at Elmore Park Middle School. Jacob has been teaching for 10 years. He has served as a member of the Bartlett City Schools STEM council, a member of school leadership team learning group, leader of multiple science professional development sessions for Bartlett City Schools, core coach in literacy for the state of Tennessee, Science core coach for the state of Tennessee, and lead two science professional development sessions for Shelby County Schools. Jacob has also been a part of initiating the STEM program at Elmore Park Middle School, organizing the Science Fair for Elmore Park Middle, Bartlett City Schools, and Germantown Middle School, and organizing the 1st E-day competition for Bartlett City Schools.

2016 Science Fair Winners

K-2 Science Fair Winners

- 1st Rubber Bands in Motion - Harville's Heros, Ellendale Elementary
- 2nd By Golly By Gum - Mrs. Rankin & Mrs. Winburn, Bartlett Elementary
- 3rd Crazy Crystal Creation - Ms. Godfrey, Bon Lin Elementary

3-5 Science Fair Winners

- 1st Marvel at Our Ants, Man! - Suzan Perry & Cole Demetriou, Altruria Elementary
- 2nd Which Bubble Solution Last the Longest - Kaitlyn Lytle, Rivercrest Elementary
- 3rd Hydraulic Arm Project - Leslie Avila, Oak Elementary

6-8 Science Fair Winners

- 1st Light Up the Streets - Tyler Cook , Appling Middle
- 2nd Seismic Waves - Anastasia Karasev & Emma Jones & Ryan Owens, Appling Middle
- 3rd Pick it Up with a Claw - Josh Sissom, Appling Middle

6-8 Maker Faire: Demonstration

- 1st Hologram Comes to Life - Joshua Edwards, Elmore Park Middle
- 2nd Blow It Up - Zackery Doan, Elmore Park Middle

6-8 Maker Faire: Art

- 1st Brown Paper Bracelets - Claire Milam, Appling Middle
- 2nd A Working Progress - Mathias Gutherie, Bon Lin Middle
- 3rd Jungle Ecosystem - Hunter Baker, Bon Lin Middle

6-8 Maker Faire: Innovation

- 1st Mailbox - Houston Ragsdale, Elmore Park Middle
- 2nd Busy Bouncer - Steele Bowers, Elmore Park Middle
- 3rd Adjustable Coat Hanger - Charlie Sossaman, Appling Middle

2015-2016 Cultivating Leaders Academy:

Camila Alexander	Steven Baade	Brian Brewer	Joel Conley
Nicole Essex	Jacqueline Ferby	Ann Flowers	William Ginn
Sheleah Harris	Ellen Jenkins	Sherrie Johnson	Christopher Maley
Bradley McGee	Michelle Miller	Vanessa Moore	Kristie Murin
Emily Nelson	Carrie Paulo	Miranda Reyes	Sylvia Rhodes
Sharonda Rose	Trudi Royston	Cecily Shelton	Jason Taylor
Marjorie Taylor	Lisa Walker	Deborah Williams	Susan Winn
Tonjua Woods	Jennifer Yoder		

Chris Carkeet, Assoc. Director-Youth Development Programs ALSAC/St. Jude Children's Research Hospital recognized Altruria Elementary School for their excellence in fundraising for the kids of St. Jude Children's Research Hospital. Mrs. King, Math-a-thon Coordinator, received the Patsy King award for raising \$18,000. Principal Marva Johnson received a special lifetime plaque for raising \$300,000.

PUBLIC COMMENT

No public comments.

APPROVAL OF AGENDA

Chairman Norris added 2015-2016 Superintendent Evaluation Instrument as #5 under New Business. Mr. Bryan Woodruff made the motion to approve the amended agenda. Ms. Shirley Jackson seconded the motion. With all ayes the May 26, 2016 agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

April 28, 2016 Board Business Meeting Minutes

May 16, 2016 Special Called Business Meeting Minutes

Ms. Erin Berry made the motion to approve the April 28, 2016 Board Business Meeting Minutes and the May 16, 2016 Special Called Business Meeting Minutes. Mr. David Cook seconded the motion. With all ayes the Meeting Minutes were approved.

REPORTS

Chairman's Report

Chairman Norris congratulated Superintendent Stephens on his nomination for Superintendent of the Year for the Southwest Region. There are eight regions competing for the State Superintendent of the Year. This is a very well deserved honor.

Superintendent's Report

Superintendent Stephens reminded everyone that this year the 1:1 Initiative was expanded to include 6th thru 9th grades. He thanked each of the Directors for their leadership and implementation of the program. The unsung hero is Joey Mitchell who stepped into his first year as Technology Coordinator. Joey Mitchell presented a PowerPoint highlighting laptop carts. BCS needed laptop carts to house the 3000 laptops in the BCS 1:1 program. To purchase a laptop cart that would hold 36 devices was \$1,300 per cart with an estimated expense of \$110,000. Instead the IT Department and Maintenance Department built 33 carts. Each cart holds 96 devices. Cost for materials was \$6500. A savings of over \$100,000.

Tomorrow is the last day of school. This year has included lots of challenges including testing. Thank you for making this year such a success.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

The April 2015-2016 Financial Report was accepted by the Board. It is a non-voting item.

UNFINISHED BOARD BUSINESS

No unfinished Board Business items.

BOARD ACTION ITEMS

Consent Agenda

- 1. Coordinated School Health District Application**
- 2. MOU University of Memphis re: Instructional Leadership Licensure Program**
- 3. 16-17 Clinical Affiliation Agreement with UTHSC**
- 4. Memorandum of Agreement (MOA) Dental Program with Shelby County Health Department**
- 5. Business Associate Agreement (BAA) Dental Program with Shelby County Health Department**
- 6. 2016 Contract for Network Services**
- 7. Resolution 3-6 General Fund 2015-2016 Budget Amendment**
- 8. Resolution 3-7 Special Revenue 2015-2016 Budget Amendment**
- 9. Resolution 3-8 Capital Improvement Plan 2015-2016 Budget Amendment**
- 10. 2016-2017 Education Capital Projects Fund Budget**

Motion Passed: The Consent Agenda 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

New Board Business

POLICY 4014: Grading System Revised First Reading

Motion Passed: The First Reading of Revised POLICY 4014: Grading System passed with a motion by Mr. Bryan Woodruff 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

5 Year Capital Improvement Plan

Motion Passed: The 5 Year Capital Improvement Plan passed with a motion by Mrs. Shirley Jackson 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

Shelby County Education Foundation Voluntary Pre-K Application

Motion Passed: The Shelby County Education Foundation Voluntary Pre-K Application passed with a motion by Mr. Bryan Woodruff 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

Resolution 3-9 TNReady Scores

Motion Passed: The Resolution 3-9 TNReady Scores passed with a motion by Mr. Bryan Woodruff and a second by Mrs. Shirley Jackson.

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

2015-2016 Superintendent Evaluation Instrument

Motion Passed: The 2015-2016 Superintendent Evaluation Instrument passed with a motion by Mr. Jeff Norris 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

ADJOURNMENT

The meeting adjourned at 8:15 p.m.

Jeff Norris
Chairman

Dr. David A. Stephens
Superintendent

Bartlett City Board of Education		4014
Descriptor Term: GRADING SYSTEM	Descriptor Code: Instructional Services	Issue Date: 07/24/2014
	Rescinds:	Revised: 04/28/2016

1 The Superintendent shall develop an administrative procedure to establish a system of grading
2 and assessment for evaluating and recording student progress and to measure student
3 performance in conjunction with Board-adopted content standards for grades K-12.¹ The
4 grading/assessment system shall follow all applicable statutes and rules and regulations of the
5 State Board of Education. The grading/assessment system shall be uniform district-wide at
6 comparable grade levels, except that the Superintendent shall have the authority to establish and
7 operate ungraded and/or unstructured classes in grades K-3 according to state rules and
8 regulations.² The Superintendent shall submit a copy of the grading, reporting and assessment
9 systems to the Board before the system is implemented.³ These guidelines shall be
10 communicated annually to students and parents/guardians.¹ Conduct grades are based on
11 behavior and shall not be deducted from scholastic grades.

12 Grades for homework assignments should be given with care, since the student may not always
13 complete his or her homework. Homework assignments are of value in affording students needed
14 practice, and such assignments should be made within practicable limits.

15 **KINDERGARTEN THROUGH GRADE FIVE GRADING**

16 Report Cards and Interim Reports

17 Two (2) report cards are used in grades K-5; (1) for kindergarten; (1) for grades 1 – 5. Teachers
18 should refer to the appropriate card for an explanation of the grading system for each level. At the
19 midpoint of the nine weeks, parents will be notified of students' progress; all students will receive
20 an interim report. Report cards are sent to parents at the end of each nine-week period. Parents
21 must be notified within a report card period when a student is not doing acceptable work.

22 Kindergarten

23 The kindergarten report card shows progress toward the state standards. The grade level
24 standards are set by the state and indicate what a student should know and be able to do.
25 Students are evaluated based on their progress toward meeting benchmarks for each standard.
26 This is indicated by mastery (M) or non-mastery (X) for each skill. Additionally, the letter grades
27 of "E", "G", "S", "N" or "U" will be used to express basic grading for art, music, and physical
28 education (P.E.).

¹ TRR/MS 0520-1-3-.05(3)

² T.C.A. §49-1-302(e)(2)(g)

³ T.C.A. §49-2-203(b)(7)

1 Grades 1-5

2 Conduct Grades

3 In all schools, students' conduct is graded as "E", "G", "S", "N" or "U" and is to be reported at each
4 grading period on the report card.

5 Academic Grades

6 The basic grading system for knowledge/subject area is expressed by the letters "A", "B", "C", "D",
7 and "F" according to the numerical values listed under the Grading Scale. First (1st) and second
8 (2nd) grade science and social studies will be expressed by the letter grades "S" or "N".

9 Grades will be reported on report cards and transcript records using numerical values as indicated
10 below:

A	93-100
B	85-92
C	75-84
D	70-74
F	Below 70

11 Plus and minus evaluations are not to be added to letter grades.

12 The numerical values listed are for teacher use only.

13 Semester Grades

14 Semester grades for grades 1 – 5 are determined by an average of grades for each of the two
15 nine-week terms. Semester exams are not given in grades 1 – 5.

16 Final Grades

17 Final grades are determined by averaging the two semester grades.

18 State Standardized Assessments

19 For students in grades 3-5, scores on state standardized assessments shall comprise a
20 percentage of the students' final grade for the spring (second) semester. (TCA 49-1-617)

21 **GRADES SIX THROUGH TWELVE GRADING**

22 Bartlett City Board of Education policy, in accordance with the Tennessee Uniform Grading
23 System, establishes the grading system for grades 6-12.

24 Report cards are sent to parents at the end of each nine-week period. Parents must be notified
25 within a report card period when a student is not doing acceptable work.

26 In all schools, students' conduct is graded as "E", "G", "S", "N" or "U" and is to be reported at each
27 grading period on the report card.

1 Grades will be reported on report cards and transcript records using numerical values as indicated
2 below:

A	93-100
B	85-92
C	75-84
D	70-74
F	Below 70

3 Semester exams are not given in grades 6-8 with the exception of high school level courses.
4 Students who successfully complete a high school course will earn high school credit. Semester
5 grades earned in high school courses mentioned above will be recorded on the high school
6 transcript. The grades earned will be included in the high school GPA.

7 State Standardized Assessments

8 For students in grades 6-12, scores on state standardized assessments shall comprise a
9 percentage of the students' final grade for the spring (second) semester. (TCA 49-1-617)

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

13 Credits will be awarded in .5 increments upon successful completion of a semester. Additionally,
14 a student will receive one full credit in the course if he/she receives a passing yearly grade in the
15 course.

16 For courses which have no Tennessee State mandated end of course exam ("EOC") required
17 during a given semester, semester grades are determined by counting the two quarter grades as
18 80% and the semester examination, or a comparable evaluation, as 20%.

19 For courses which have a Tennessee State mandated EOC exam required during second
20 semester, the semester grades are determined as follows:

- 21 • First semester grades are determined by counting the two quarter grades as 80%, the
22 semester examination, or comparable evaluation, as 20%.
- 23 • ~~Second semester grades are determined by counting the two quarter grades as 70~~85%,
24 ~~and the EOC exam as 15%, and the semester examination, or comparable evaluation, as~~
25 ~~15%. A course with an EOC exam will not have a school final exam given.~~
- 26 • Should BCS not receive its students' EOC exam scores at least five (5) instructional days
27 before the end of the school year, second semester grades shall be determined by
28 counting the two quarter grades as 80% and the semester examination, or comparable
29 evaluation, as 20%.⁴

30 For Dual Enrollment and Advanced Placement courses, the semester grades are determined as
31 follows:

- 32 • Dual Enrollment: The dual enrollment courses will follow the university's grading system

⁴ [T.C.A. §49-1-617\(b\)](#)

1 for that specific course.
2 • Advanced Placement: Each semester, the grades will be determined by counting 50% for
3 each quarter.

4 In all Advanced Placement courses at the secondary level, five (5) points shall be added to each
5 quarter numerical grade and each semester exam grade. The two 9 week grades and the
6 semester exam grade, with the points included, will be used to calculate the semester average.

7 In all grades for Honors and Dual Enrollment courses at the secondary level, three (3) points shall
8 be added to each quarter numerical grade, and each semester exam grade. The two 9 week
9 grades, the semester exam grade, with the added Honors course points included, will be used to
10 calculate the semester average.

11 A student having a 90 or higher average for the two terms in a specific course, and having three
12 (3) or fewer excused absences in that same course will be exempted from the semester exam if
13 the student desires. When a student is exempted from the examination, the semester average
14 will be the average of the two term grades and any state-mandated exam as outlined in Number
15 9. ANY UNEXCUSED ABSENCE IN THE COURSE WILL DISQUALIFY THE STUDENT FROM
16 ALL EXEMPTIONS. EXEMPTIONS APPLY ONLY TO TEACHER-MADE SEMESTER
17 EXAMINATIONS. 12th grade students are eligible for exam exemption during both semesters. All
18 other students in high school courses who meet the above requirements may be exempted for
19 only the second semester exam.

20 **GRADES NINE - TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS⁵**

21 Schools teaching grades nine through twelve shall use the uniform grading system established
22 by the State Board of Education. Using the uniform grading system, students' grades shall be
23 reported for the purposes of application for post-secondary financial assistance administered by
24 the Tennessee Student Assistance Corporation.¹

25 Each school counselor shall provide incoming freshman with information on college core courses
26 required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT
27 score, etc.) that must be met in order to receive a scholarship.

28 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for
29 Federal Student Aid (FAFSA). The FAFSA is available at the guidance office or on-line at
30 www.fafsa.ed.gov. The priority date for FAFSA completion is May 1.

31 Elementary school counselors should explain the HOPE Scholarship and its requirements to their
32 students and impress upon them the benefits of making good grades.

33 **LOTTERY SCHOLARSHIP DAY**

34 Each school year, prior to scheduling courses for the following school year, schools teaching
35 students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁶

⁵ T.C.A. §49-4-904 – 907

⁶ T.C.A. §49-4-932(f)

PROPOSED NEW POLICY 4034: School Volunteers FIRST READING

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

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

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

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

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

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

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

¹ T.C.A. §29-20-310(e)

PROPOSED NEW POLICY 6053: Sports Related Concussions and Sudden Cardiac Arrest FIRST READING

In order to ensure the safety of students that participate in interscholastic athletics, it is imperative that student athletes, coaches, and parents are educated about the nature and treatment of sports related concussions and sudden cardiac arrest. The Board recognizes that both concussions and sudden cardiac arrest are serious health issues and should be treated as such.

The Board adopts the guidelines and other pertinent information and forms developed by the Tennessee Department of Health to inform and educate coaches, school administrators, student athletes, and parents and guardians of the nature, risk, and symptoms of concussions, head injuries, and sudden cardiac arrest. These guidelines and materials may be viewed on the Department of Health's website and shall be made available to interested parties through the District's Coordinated School Health Specialist or District Athletic Director.

This policy will govern all BCS sponsored interscholastic activities and individuals engaging in those activities. This policy does not govern activities entered into for instructional purposes only or those activities that are incidental to a non-athletic program or lesson.

Required Training¹

The Superintendent shall ensure that each year, the District Athletic Director, each school athletic director, all coaches, employed or volunteer, and all appointed licensed health care professionals (if any) complete the *Concussion in Sports – What you Need to Know* online course accessible at www.nfhslearn.com and any Tennessee Department of Health approved sudden cardiac arrest education program.

Prior to initiating practice or competition each year, the District Athletic Director, each school athletic director, all coaches, and any appointed licensed health care professionals (if any) shall review and sign both a concussion/head injury and a sudden cardiac arrest information sheet approved by the Tennessee Department of Health. In addition, prior to beginning practice or competition, all student athletes and their parents or guardians must review, sign, and return both a concussion/head injury and sudden cardiac arrest information sheet approved by the Tennessee Department of Health.

The District Athletic Director shall maintain all completed information sheets and documentation certifying completion of safety education programs for a period of three (3) years.

Removal from Athletics

Any student athlete who shows signs, symptoms, or behaviors consistent with a concussion or sudden cardiac arrest, or any student who faints or passes out during an athletic activity, shall be immediately removed from the activity for evaluation by a licensed health care professional.

In the event a licensed health care professional is not available, a coach or other BCS employee having received training under this policy may evaluate a student athlete suspected of sustaining a concussion. However, only a licensed health care professional should evaluate an

¹ T.C.A. §68-55-502; T.C.A. §68-54-102

athlete experiencing symptoms consistent with sudden cardiac arrest. Such symptoms include, but are not limited to, unexplained shortness of breath, chest pains, dizziness, racing heart rate, or extreme fatigue.

No athlete who has been removed from an athletic activity due to suspected concussion or sudden cardiac arrest shall be allowed to return to any supervised team activities involving physical exertion until the athlete has been evaluated and received written clearance from a license health care provider on forms approved by the Tennessee Department of Health.