

BARTLETT CITY BOARD OF EDUCATION

BARTLETT CITY BOARD OF EDUCATION WORK SESSION

WORK SESSION AGENDA BARTLETT CITY HALL 6400 STAGE ROAD, BARTLETT

7:00 PM

**PO Box 341148
Bartlett, TN 38134**

July 21, 2016

7:00 PM

INVOCATION

PLEDGE OF ALLEGIANCE

CALL TO ORDER & ROLL CALL

Official Business of the Day

APPROVAL OF AGENDA

REPORTS

Chairman's Report

Superintendent's Report

General Counsel's Report

Tennessee Legislative Network (TLN) Representative Report

Financial Report

STAFF ACTION ITEMS

Revised Contract for Special Education Services – Brunswick Day School

Contract for Education Services – Southern Educational Strategies

BOARD ACTION ITEMS

Policy 1033 – School Board Records REVISED FIRST READING

Policy 4012 – Course Recovery REVISED FIRST READING

Policy 4017 – Religious Themed Course Content NEW FIRST READING

Policy 6030 – Disciplinary Hearing Authority REVISED FIRST READING

**Policy 6029 – Enrollment Beyond Compulsory Attendance Age – REVISED
FIRST READING**

Policy 6053 – Student Suicide Prevention NEW FIRST READING

BCS Resolution 4-1 Joint Resolution for One-Time, Non-Recurring Expenditure

BCS Resolution 4-2 Amend the 2016-2017 General Fund Budget

DHA Appeal to the Board

ADJOURNMENT

POLICY 1033: School Board Records REVISED FIRST READING

The Superintendent shall maintain all ~~school system~~District records required by law, regulation, and Board policy and shall permit inspection of such records in accordance with this policy. Any citizen of Tennessee may make a request to inspect or receive copies of District records by submitting such request to the following public records request coordinator: Superintendent, Bartlett City Schools, 5650 Woodlawn Street, Bartlett, Tennessee 38134., ~~state official, or other authorized person shall be permitted, upon written request to the records custodian, at a reasonable time, to inspect all records maintained by the District unless otherwise prohibited by law, regulation, or Board policy.~~ The Superintendent shall be authorized to permit inspection or duplication of all District records, except information deemed confidential by law. Confidential information may include, but shall not be limited to, student records, attorney work product, attorney/client privileged documents, security related information, teacher evaluation records, confidential employee records, and other personally identifying information.

Requests for Inspection or Copying of District Records

Requests to inspect District records should be directed to the Superintendent at and must be accompanied by proof of citizenship. Requests to receive copies of District Records must be submitted in writing on the Inspection/Duplication of Records Request Form and accompanied by proof of citizenship. The Superintendent shall send all requests to inspect or copy District records to BCS's General Counsel for review and response.

The District shall make available for inspection any public record not specifically exempt from disclosure as promptly as possible, but always in accordance with the timeframes established under T.C.A. §10-7-503(2)(B). If the records cannot be made available promptly, the BCS General Counsel shall:

1. Provide the records within seven (7) business days;
2. Deny the request in writing including the basis for the denial; or
3. Furnish the requestor with a time reasonably necessary to produce the records.

Schedule of Reasonable Charges

A person who has the right to inspect or receive copies of a record may ~~request and receive copies of the documents~~do so subject to the payment of reasonable cost.¹ No fee shall be assessed for the inspection of records. However, in producing records for inspection, the District shall charge a labor fee for production time exceeding a one (1) hour labor threshold.

When the total number of requests made by a requestor within a calendar month exceeds four (4), but the time to produce the record requested each time is less than the one (1) hour threshold necessary to charge a reasonable fee, the District shall~~requestor may be~~ also charged a fee for any and all labor ~~that is~~ reasonably necessary to produce the copies of the requested records after notifying the requestor ~~is notified~~ of this policy.

Copy and/or duplication charges must be paid in advance to the BCS Central Office by cash or certified funds. The Board adopts all copy charges as outlined in the Office of Open Records Counsel's Schedule of Reasonable Charges.

¹T.C.A. §10-7-503

In calculating the charge for labor, BCS shall determine the number of hours each employee spent producing a request. The Records Custodian shall then subtract the one (1) hour labor threshold from the number of hours the highest paid employee(s) spent producing the request. BCS will then multiply the total number of hours to be charged for the labor of each employee by that employee's hourly wage. Finally, BCS will add together the total cost for all the employees involved in the request and submit this total to the requestor.

~~Further, the names of persons inspecting records and the date of inspection shall be recorded.~~

~~No records pertaining to individual students will be released for inspection by the public or any unauthorized persons.~~

~~The Superintendent and/or his designee(s) shall retain and dispose of school district records in accordance with state law.~~

Policy 4012: Course Recovery **REVISED FIRST READING**

Course Recovery is [a course-specific, skill-based extended learning program for students who have previously been unsuccessful in mastering content or skills required to receive course credit or earn promotion. Course Recovery is](#) designed to provide students an opportunity to recoup credit needed for graduation. Bartlett City Schools provides Course Recovery as self-paced online courses that meet the Tennessee Standards for course credit.

Student Eligibility

In order to be eligible for course recovery, students must meet all of the following criteria:

1. Student is repeating a failed course with a minimum average of 50%
2. Student is deficient in credit to progress to the next grade level, or to graduate on time and cannot obtain said credits during the regular school day during the school year.
3. Student has failed a Gateway course, but has passed the Gateway test for that course.
4. [Student has not been classified as Truant \(10 unexcused absences or 15 total absences\) during the current term.](#)
5. [The student's parent or legal guardian has provided written consent for the student to enroll in the proposed credit recovery course.](#)

Instruction

1. [Teachers of record shall be endorsed and certified in any content area\(s\) for which they teach or otherwise facilitate credit recovery courses.](#)
2. [Teachers of record must work closely with credit recovery facilitators on class content and instruction.](#)
3. [The Superintendent or his/her designee shall ensure that all credit recovery facilitators receive training specific to the credit recovery course, online instruction management, and related technology.](#)
4. [The Superintendent or his/her designee shall ensure that all credit recovery courses:](#)
 - A. [Align with Tennessee Standards for the relevant course content area, as approved by the State Board of Education; and](#)
 4. [B. Differentiate instruction to address individual student growth needs based on diagnostic assessments or end of course data](#)

Course Recovery Requirements/Procedures

1. Tuition, not to exceed the current tuition amount of summer school, may be charged for Course Recovery offered outside the school day.
2. Students shall be allowed no more than two (2) absences from sessions (absences during the summer will require "make-up" time.)
3. Students shall maintain appropriate conduct during session time, including adequate progress toward completion.
4. Students will receive no more than three (3) attempts to pass any single test.
5. Students may apply for a maximum of four (4) credits through Course Recovery toward graduation.
6. Course Recovery may only be taken at the student's base school during the school year.

7. Any course taken through Course Recovery will be honored across Bartlett City Schools. This includes transfers prior to completion of the course.¹
8. Successful completion of Course Recovery will be recorded as an additional entry on the transcript with a 70 being listed as the semester average with a Course Recovery designation. The original failing grade will remain on the transcript.
9. Course Recovery priority for available seats will be given to seniors needing course credit to graduate.

¹ T.C.A. §49-6-601

POLICY 4017: Religious Themed Course Content NEW FIRST READING

Educational course content which consists of religious themes shall be presented in a factual, objective, and respectful manner in accordance with the following guidelines:¹

1. Religious themes may be part of the curriculum for school-sponsored courses and programs provided it is essential to the learning experience in the particular field of study and is presented objectively;
2. The inclusion of religion shall be for educational purposes only;
3. The emphasis on religious themes should be only as extensive as is necessary for a balanced and comprehensive study of the curriculum. Such studies shall never be used to proselytize, establish, foster, or demean any particular religion, religious tenets, or religious beliefs; and
4. Student-initiated expressions to questions or assignments which reflect student beliefs or non-beliefs about religious themes shall be accommodated.

¹ Public Acts of 2016, Chapter No. 660

POLICY 6030: Student Disciplinary Hearing Authority REVISED FIRST READING

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended more than ten (10) school days.¹ The Board shall appoint members to the DHA which shall consist of three (3) members, (maximum number must not exceed total membership of the Board), at least one (1) of whom shall be a licensed employee of the Board, and such appointments are for one (1) year terms and subject to reappointment. Board members shall not serve on the DHA.

The Superintendent shall appoint a Chairman of the DHA from the members appointed by the Board. The Chairman shall perform the following duties:

1. Set the time, place, and date for each hearing;
2. Maintain order and structure during each hearing; and
3. Prepare, sign, and disseminate the minutes of each meeting.

Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent or guardian of the student, the student, and any other appropriate person of the time, place, and date of the hearing. The hearing must be held no later than ten (10) days after the beginning of the suspension.²

The DHA may take the following disciplinary actions:³

1. Affirm the decision of the school Principal;
2. Order the removal of the suspension unconditionally;
3. Order removal of the suspension upon such terms and conditions as it deems reasonable;
4. Assign the student to alternative program; or
5. Suspend the student for a specified period of time. (*Note: Zero-tolerance offenses as set forth in Board Policy 6026 require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the Superintendent.*)

Within five (5) days of the DHA rendering a decision, the student, Principal, Principal-Teacher, or Assistant Principal may request a review by the ~~Board~~ Superintendent, and the ~~Board~~ Superintendent shall review the record. The Superintendent may exercise any disciplinary authority granted to the DHA in responding to such an appeal. Within five (5) days of the Superintendent rendering a decision, the student, Principal, Principal-Teacher, or Assistant Principal may request a review by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the DHA or grant or deny the request for an appeal hearing. ~~or affirm or overturn the decision of the DHA with or without a hearing.~~ The Board shall not impose a more severe penalty than that imposed by the DHA without first providing an opportunity for a hearing before the Board.⁴

The notice of hearing shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, the hearing shall be closed to the public.

¹ T.C.A. §49-6-3401(c)(4)(A)

² T.C.A. §49-6-3401(c)(4)(D)

³ T.C.A. §49-6-3401(c)(5)

⁴ T.C.A. §49-6-3401(c)(6)

POLICY 6029: Enrollment and Attendance Beyond Compulsory Attendance Age **REVISED FIRST READING**

Enrollment

During the first twenty (20) days of school, students eighteen (18) years of age or older who have been continuously enrolled in the District may register for classes through the standard registration process. However, upon enrollment, such student must meet with the principal or his/her designee to outline the school's academic and behavioral expectations of the student during the school year.

A ~~student~~person eighteen (18) years of age or older who applies for admission must have the application evaluated and approved by the principal when:

1. The applicant fails to enroll within twenty (20) calendar days after school officially starts; or
2. The applicant has dropped out of school and wants to re-enter.

Exception shall be made if the student can show proof of satisfactory attendance in another school system during the first twenty (20) day period, if a doctor's certificate states that illness has prevented enrollment during the first twenty (20) day period, or if the district is required to permit the student to enroll under the Individuals with Disabilities Education Act.

Students not initially accepted for enrollment by the principal may contact the ~~Bartlett City Schools department responsible for student services~~Department of Student Services for possible enrollment.

Attendance

Any student having passed the compulsory attendance age may be dropped from the rolls after three (3) consecutive unexcused absences or an aggregate of five (5) unexcused absences upon approval of the Superintendent or his/her designee.

POLICY 6053: Student Suicide Prevention NEW FIRST READING

The Board is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Such students will be provided information regarding The National Suicide Prevention Lifeline – 1-800-273-8255 (TALK)

PREVENTION¹

All District employees shall attend either the annual in-service training in suicide prevention or participate in other equivalent training approved by the Superintendent. The training shall include, but not be limited to, identification of risk factors, warning signs, intervention and response procedures, referrals, and postvention.

INTERVENTION¹

Any employee who has reason to believe that a student is at imminent risk of suicide shall report such belief to the principal or school counselor. Belief that a student is at imminent risk of suicide shall include, but not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a student self-refers.

Upon notification, the principal or counselor shall ensure the student is placed under adult supervision. Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The principal or his/her designee shall contact the Superintendent or the Director of Student Services as soon as practicable.

Prior to contacting the student's parent/guardian, the Superintendent or his/her designee shall determine if there could be further risk of harm resulting from parent/guardian notification. If parent/guardian notification could result in further risk of harm or endanger the health or well-being of the student, then local law enforcement and the Department of Children's Services shall be contacted.²

The Superintendent or his/her designee will seek parental permission to communicate with outside mental health care providers regarding a student. If the student is under the age of 18 and the parent/guardian refuses to seek appropriate assistance, the Superintendent or designee shall contact the Department of Children's Services.²

The Superintendent or his/her designee shall document the contact with the parent/guardian by recording:

1. The time and date of the contact;
2. The individual contacted;
3. The parent/guardian's response; and
4. Anticipated follow-up.

¹ Public Acts of 2016, Chapter No. 623

² T.C.A. §37-1-403

The Superintendent or his/her designee shall ensure the student is under adult supervision until a parent/guardian or other authorized individual accepts responsibility for the student's safety.

Prior to a student returning to school, the Superintendent or his/her designee and/or the principal shall meet with the student's parent/guardian, and student if appropriate. The parent/guardian shall provide documentation from a mental health care provider stating that the student has received care and is no longer a danger to themselves or others.

POSTVENTION¹

Immediately following a student suicide death, Student Services personnel and counseling staff shall work with teachers to identify the students most likely to be impacted by the death in order to provide additional assistance and counseling if needed. Additionally, staff and faculty will immediately review suicide warning signs and reporting requirements. The Superintendent or his/her designee shall be responsible for all media inquiries.