

Bartlett City Board of Education		5003
Descriptor Term: APPLICATION AND EMPLOYMENT	Descriptor Code: Personnel	Issue Date: 02/27/2014
	Rescinds:	Revised: 09/25/2014;11/19/2015

1 Bartlett City Schools does not discriminate in employment or recruitment practices on the basis
2 of race, color, national origin, religion, sex, age, or disability in compliance with state and federal
3 law.¹ Opportunity for employment, as well as continuation and advancement in employment, shall
4 be afforded equally to members of all races, creeds, genders, religions, national origins, and
5 individuals with disabilities with regard only for qualifications for the position in question.

6 **Application**

7 An individual desiring a position with the Board shall make application to the Superintendent on
8 forms developed by his/her office. In an effort to ensure the safety and welfare of students and
9 staff, Bartlett City Board of Education shall require criminal history background check and
10 fingerprinting of all applicants for positions that require proximity to children, including both full-
11 time and part-time, certified and classified.² This requirement further extends to all applicants for
12 athletic coaching positions. Hiring decisions are contingent upon satisfactory results of such
13 checks.

14 Knowingly falsifying information shall be sufficient grounds for termination of employment and
15 shall also constitute a Class A misdemeanor which must be reported for prosecution.³

16 Any costs incurred in conducting a background check and fingerprinting shall be paid by the
17 applicant upon hiring.⁴

18 Certified Employees

19 The application must include a transcript of credits earned at the colleges or universities
20 attended along with references from persons such as previous employers, college professors,
21 and supervisors of student teachers. Other information shall include whether such applicant has
22 been dismissed for cause from a school district. If previously employed by a local board of
23 education, the applicant shall provide evidence of acceptable resignation.

24 No person shall be employed:

- 25 1. Who does not hold a valid license to teach from the State Board of Education⁵ and the
26 appropriate highly qualified status, if required;
- 27 2. Who does not present a physician's certificate showing a satisfactory health record or has
28 any contagious or communicable disease in such form that might endanger the health of
29 school children;⁶

¹ U.S. Constitution, Amendment XIV; Title VI, Civil Rights Act of 1964; Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of Rehabilitation Act of 1973; 42 U.S.C. §12101-12213.

² T.C.A. §49-5-406(a)(1)

³ T.C.A. §49-5-406(a)(2)(A)

⁴ T.C.A. §49-5-413(c)

⁵ T.C.A. §49-5-403; T.C.A. §49-5-101

⁶ T.C.A. §49-5-404; TRR/MS 0520-1-3-.08(2)(f)

- 1 3. Who refuses to take and subscribe to an oath to support the Constitution of the State of
- 2 Tennessee and of the United States of America;⁷
- 3 4. Who fails to make a full and accurate disclosure of any prior criminal record or any prior
- 4 dismissals from employment for cause;
- 5 5. Who does not receive a satisfactory background check; or
- 6 6. Who has not complied with the Immigration Reform and Control Act of 1986.

7 Classified Employees

8 No person shall be employed:

- 9 1. Who does not present a physician's certificate showing a satisfactory health record or has
- 10 any contagious or communicable disease in such form that might endanger the health of
- 11 school children;
- 12 2. Who has not complied with the Immigration Reform and Control Act of 1986;⁸
- 13 3. Who fails to make a full and accurate disclosure of any prior criminal record or any prior
- 14 dismissals from employment for cause; or
- 15 4. Who does not receive a satisfactory background check.

16 **Employment**

17 Initial Employment

18 Upon initial employment, the Superintendent shall notify such person, in writing, of the offer and
19 conditions of employment. Upon receipt of employment notification, such person shall have
20 fourteen (14) days to accept or reject, in writing, the offered employment. From the date of the
21 written acceptance, such person is considered to be under employment with the Board and is
22 subject to all rights, privileges and duties.

23 Certified Employees

24 After checking references and receiving written recommendations, the Superintendent shall hire
25 and assign qualified applicants.⁹

26 Classified Employees

27 After checking references and receiving written recommendations from principals and/or
28 supervisors, the Superintendent shall hire and assign qualified applicants. Each support
29 employee shall be advised of the required probationary period.

30 Self-Reporting While Employed

31 All BCS employees, including part-time, temporary, contracted, and substitute personnel, are
32 required to report arrests and/or criminal convictions that occur after initial employment to the
33 Superintendent or his/her designee within forty-eight (48) hours of the arrest and/or conviction.
34 Employees must also notify the Superintendent or his/her designee immediately if the Department
35 of Children's Services (DCS) has indicated them as a perpetrator of child abuse.

36 This policy applies to all BCS employees as a condition of initial and continued employment.

⁷ T.C.A. §49-5-405

⁸ Immigration Reform and Control Act of 1986

⁹ T.C.A. §49-2-301(b)(1)(J)(L)(EE); T.C.A. §49-2-303(b)(3)