

# **STUDENT SERVICES**

**2019/2020  
Administrators' Reference  
Notes**

**Alternative School Program**

**Coordinated School Health**

**Section 504**

**Department of Children's Services (DCS)**

**Bullying and Harassment**

**Crisis Procedures for Administrators and Crisis Team  
Involving Suicide Threats/Attempts/Completions and Death of  
Guest, Employee, Student, etc.**

**Department of Exceptional Children (DEC)**

## STUDENT SERVICES

**Be Ready** for grades K-12 will be held on Tuesday, August 6, 2019 for Bartlett City Schools.

The first day of classes for all students will be Monday, August 12, 2019.

Through Powerschool Registration, parents have viewed and acknowledged the Student-Parent Handbook, bus rules, Title I school compacts, textbook responsibility, and student acceptable use agreement. Additionally, the following policies were provided and acknowledged by parents.

- Promotion and Retention (4009)
- Textbooks (4015)
- Student Assignment (6018)
- Dress Code (6040)
- Student Discrimination, Harassment, Bullying, Cyber-Bullying, and Intimidation (6002)
- Grading System (4014)
- Graduation Requirements (4029)
- Discipline Procedures (6038)
- Attendance (6047)

### STUDENT REGISTRATION

**\*\*Please stress to your staff the importance of a student being registered in compliance with existing Board policies.**

For the 2019-2020 school year, every student must show proof of residence; this includes transfer students and students served by the Special Education Dept. Only students whose parent(s) or legal guardian(s) reside in the local school district may enroll in a school, unless the student has been granted a transfer by Student Services.

### **EACH PARENT/GUARDIAN/STUDENT MUST PROVIDE THE SCHOOL WITH TWO (2) OF THE FOLLOWING DOCUMENTS (DOCUMENTS MUST BE ORIGINALS; COPIES WILL NOT BE ACCEPTED): (Policy #6016)**

- Most recent MLGW bill of the owner, renter, lessee of the home in which the student will reside during the current school year. **(Bartlett City water bills are not acceptable.)**
- Mortgage statement or deed of the owner of the home in which the student will reside during the current school year.
- Lease of the lessee of the home in which the student will reside during the current school year.
- Rental agreement of the renter of the home in which the student will reside during the current school year.
- Real Estate tax receipt.
- Public assistance/government benefits check, card, or papers.

**Post Office box number(s) WILL NOT be accepted as an address for legal residence but may be used as a mailing address**, and schools may refer any family to Student Services if there is a concern regarding proofs of residency.

### **Shared Residency:**

All **new shared** residents must be approved through Student Services. Any returning BCS student who is a shared resident may be approved at the school.

### **Homeless:**

The one exception to the residency requirements is for students who are homeless. We do not require proof of residency for homeless students. Be certain that students have the appropriate student classification in PowerSchool under Tennessee Student Information. Consult Amy Fielder if needed.

If there is a reason to suspect a parent has given false information regarding proof of residence (such as: student gives another address; someone reports the address given is not accurate; or mail is returned), the school may request the parent to provide current proofs of residency. Additionally, the principal may submit a “Request for Residency Investigation” to Student Services if needed.

**Custody Issues:** Only the residence of the parent with legal custody may be used for registration. (T.C.A. §49-6-3103) In cases where parents have joint custody, only the address of the parent named as the primary custodian or designated primary responsibility to determine educational issues may be used for registration. The parent whose residence qualifies the child to be registered is the parent the school personnel will consider as the custodial parent. The noncustodial parent may receive school records when a written request is given to the school principal in compliance with T.C.A. §49-6-902 or T.C.A. §36-6-104.

**Power of Attorney (POA)** (T.C.A. §34-6-302): Parents of a minor child may delegate to any adult person residing in this state temporary care giving authority when hardship prevents the parent(s) from caring for the child.

Hardships identified are:

1. The serious illness or incarceration of a parent or legal guardian;
2. The physical or mental condition of the parent or legal guardian is such that care and supervision cannot be provided;
3. The loss or inhabitability of the child's home as the result of a natural disaster.
4. The military deployment of a parent or legal guardian.

When one of the above hardships is applicable, the custodial parent(s) and the caregiver must make an appointment to meet with Student Services personnel in order to complete the application for Power of Attorney by calling 202-0855 Ext. 2238.

Hardships not listed above should be referred to Student Services.

Any individual attempting to register a child using a POA should be referred to the Student Services Department. Student Services will process the POA request and investigate the validity of the claim. The caregiver will be given a Power of Attorney Authorization letter, signed by a Student Services certificated employee. This form must be presented to school personnel in order for the student to be registered or the caregiver to make educational decisions. The Power of Attorney (POA) must be renewed each school year.

### **Fraudulent Enrollment (Once a student is already enrolled)**

When it is conclusively determined that a student is out of district, the school will send a standardized letter, which is available through Student Services, to the parent/guardian stating that the child will be withdrawn. A copy of the letter should also be forwarded to Student Services Department. The withdrawal date provided by the school will be no less than two (2) and no more than six (6) business days from the date the letter is issued. Once a letter is sent to the parent, Student Services staff will conduct all future dialogues with the parent.

If the school has a legitimate concern that a child resides outside of the Bartlett City Schools district but is unable to substantiate the suspicion, the principal will submit a “Request for Residency Investigation”. The child will remain enrolled at the school while the investigation is conducted. All referrals to Student Services for residency verification will come directly from the principal or assistant principal.

If Student Services verifies that a student is out of district, the school will send the standardized letter to the parent/guardian advising that the student will be immediately withdrawn. Student Services will also receive a copy of this letter.

Cases investigated and substantiated will be reported to the Superintendent. The Director of Student Services will also forward these cases to Bartlett City Schools' General Counsel. After conferring with all offices involved in the investigative process, Bartlett City Schools' General Counsel will make a determination about pursuing legal means pertaining to fraudulent enrollment.

“Any parent, guardian, or other legal custodian who enrolls an out-of-district student in a school district and fraudulently represents the address for the domicile of the student for enrollment purposes is liable for restitution to the school district for an amount equal to the local per pupil expenditure identified by the Tennessee Department of Education for the district in which the student is fraudulently enrolled.” In the case of out-of-state enrollment, the “parent, guardian, or other legal custodian is liable for restitution to the school district for an amount equal to the state and local per pupil expenditure identified by the Tennessee Department of Education....

Restitution shall be cumulative for each year the child has been fraudulently enrolled in the system. Such restitution shall be payable to the School District and, when litigation is necessary to recover restitution, the parent, guardian, or other legal custodian shall be liable for costs and fees, including reasonable attorneys' fees, incurred by the School District.” T.C.A § 49-6-3003

In the event that a person, other than a student's parent, guardian, or other legal custodian, provides proof of a student's residence, that person shall sign a statement affirming that the student is in fact residing in their home. The person signing the statement affirming that the student is residing in their home shall also sign in agreement that if they are found to have falsely represented that the student is residing in their home, the person signing the statement shall be responsible for paying to Bartlett City Schools, an amount equal to Bartlett City Schools' local per pupil expenditure identified by the Tennessee Department of Education. A student relying upon proof of residency of a person other than the student's parent, guardian, or other legal custodian shall not be enrolled in Bartlett City Schools unless the person providing the proof of the student's residence signs the aforementioned agreement.

In accordance with state law, fraudulent enrollment cases which are substantiated and identified as being cases for which a legal remedy should be sought by Bartlett City Schools' General Counsel, will be legally pursued using the remedies available under T.C.A §49-6-3003.

## **I. Enrollment Requirements (Policy #6028)**

### Kindergarten and First Grade Students

#### 1. Age Requirement

- a) Kindergarten students must meet one of the following:
  - i. Must be five (5) years old on or before August 15, 2019.
  - ii. Was legally enrolled as a kindergarten student in another state and will be five (5) years old on or before December 31, 2019.
- b) First grade students must meet one of the following:
  - i. Attended an approved Kindergarten program.
  - ii. Was legally enrolled as a first grade student in another state.
  - iii. Was legally enrolled in an approved kindergarten in another state during the preceding school year and could have legally enrolled in the first grade of that state during the current school year.
- c) Students entering kindergarten, who have not been previously enrolled in any school, shall furnish the following:
  - i. Certified copy of the Birth Certificate - (long or short form).

- ii. Proof of medical examination within one (1) year - this is now included on the Tennessee Department of Health Certificate of Immunization Form.
- iii. This must be provided to school officials on the TN form.

**KINDERGARTEN STUDENTS SHALL NOT BE ENROLLED WITHOUT THE ITEMS REQUIRED UNDER KINDERGARTEN and FIRST GRADE STUDENTS OR APPROVAL FROM STUDENT SERVICES.**

**Birth Certificate**

A student who cannot provide a birth certificate should be referred to Student Services. Student Services will consult with the family to procure accurate documentation in order to establish a birth record.

**Social Security Number**

Students who cannot provide a social security number will be assigned a PIN number. Attendance operators are provided instruction as to the procedure to assign PIN numbers at their in-service. Students cannot be denied admission to public schools because they did not provide a social security number at registration.

**II. ENROLLMENT AND IMMUNIZATION (Policy #6009)**

**New State Immunization Rules and Certificate**

The Tennessee Department of Health (TDOH) has issued new immunization rules and is issuing a new Official Certificate that is required for entry into school effective July 1, 2010. All newly required vaccines are routinely recommended for all children. There will now be only one official TDOH certificate of Immunization that must be filled out by medical providers for delivery to school prior to entry of their child into pre-school, pre-k, kindergarten, 7th grade, or as a new student. This form will only be available from a private healthcare provider or local health department.

**Children entering Pre-School or Pre-K**

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)- 4 doses
- Poliomyelitis (IPV or OPV)- 3 or 4 and one must be on or after 4<sup>th</sup> birthday
- Measles, Mumps, Rubella (1 dose of each, normally given together as MMR)
- Varicella (1 dose or credible history of disease)
- ***Haemophilus influenzae type B*** (Hib) – age younger than 5 years only (This requirement is resumed immediately, following suspension during a national Hib vaccine shortage 2008-2009)
- **Hepatitis B (HBV)** (*July 1, 2010*)
- **Pneumococcal conjugate vaccine** (PCV) – age younger than 5 years only (*July 1, 2010*)
- **Hepatitis A** – 1 dose, required by 18 months of age or older (*July 1, 2010*)

**Children entering Kindergarten**

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)- 4 or 5 doses and one must be after 4<sup>th</sup> birthday.
- Hepatitis B (HBV)- 3 doses
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Poliomyelitis (IPV or OPV) – **final dose on or after the 4th birthday now required**
- Varicella (**2 doses** or history of disease): previously only one dose was required (*July 1, 2010*)
- **Hepatitis A** –total of 2 doses, spaced at least 6 months apart (*July 1, 2011*)

**Children entering 7th Grade (including currently enrolled students):**

- **Tetanus-diphtheria-pertussis booster ("Tdap"):** evidence of one Tdap dose given any time before 7th grade entry is required regardless of Td history (2013 update)
- **Verification of immunity to varicella – 2 doses** or credible history of disease (July 1, 2010)

**New enrollees in a Tennessee School in grades other than Kindergarten:**

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Measles, Mumps, Rubella (2 doses of each, normally given together as MMR)
- Poliomyelitis (IPV or OPV) – **final dose on or after the 4th birthday now required**
- Varicella (**2 doses** or credible history of disease) – previously only one dose was required
- **Hepatitis B (HBV)** – previously only for Kindergarten, 7th grade entry
- New students entering grades other than 7th grade are not required to have Tdap

**Children with medical or religious exemptions to requirements:** Immunization Exemption Form

- **Medical** – Physician (MD, DO) or Public Health Nurse authorized to indicate specific vaccines medically exempted (because of risk of harm) on the new form. Other vaccines remain required. The medical reason for the exemption does not need to be provided. A physician's signature will be required.
- **Religious** – This exemption requires a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. If the child needs documentation of a health examination for the school, it must be noted by the healthcare provider on the immunization certificate. In that case, the provider should check the box that the parent has sought a religious exemption to explain why immunization information is absent or incomplete.

**III. TRANSFER OF ACCUMULATIVE RECORDS (Policy #6033)**

- A. School personnel should forward appropriate school records to the receiving schools. **If forwarding to a non-BCS school, keep the originals and forward copies of the records.**
- B. Feeder schools receiving record requests for students should forward these requests to the receiving school.
- C. Schools receiving records should NOT return these records to the feeder schools when these students do not enroll in the receiving school.
- D. Each school should place "no shows" in a separate file drawer.

**IV. STUDENT TRANSFERS (Policy #6015)**

- A. All transfers are to be approved through the Department of Student Services in written form. Copies of the approval will be e-mailed to the parental residence. School personnel may check the transfer list on OneDrive for confirmation at any time. In addition, lists are provided to all principals.
- B. Approved transfers will be valid through the exit grade unless criteria is not met.
- C. The transfer database can be accessed following the instructions provided to the principals and attendance operators.
- D. Acceptance of a transfer for a given year does not guarantee continued acceptance in subsequent years.
- E. **Conversations with the families must take place for any transfer student experiencing difficulty with academics, discipline, or attendance in order for Student Services to consider a rescission of the transfer.**

V. **RELEASE OF STUDENT DEMOGRAPHIC INFORMATION**

It is Bartlett City Schools' policy not to give this information to anyone without the Superintendent's approval. Please send a list of the names of the students whose parent's request that the information not be given out to Student Services when the request is received.

VI. **STUDENT CUSTODY (Policy #6013)**

The noncustodial parent is entitled to all school records, if requested, including meeting with the teacher(s) for informational purposes only. Further, if requested, noncustodial parents have the right to be informed of the dates and times of school assemblies, programs, and events. The custodial parent has the right to make all educational and school related decisions unless it is stated differently in a court order. Information may be mailed or e-mailed. At the principal's discretion, the school may also request the parent to cover the cost of postage if the request is excessive.

VII. **SUSPENSION/EXPULSION OF STUDENTS**

- A. Please refer to BCS Policy #6038 concerning OSS and ISS.
- B. Each suspension and expulsion MUST be entered in PowerSchool
- C. The suspension form *MUST* be printed in PowerSchool.
- D. **If a student is suspended for more than five (5) days, the principal shall develop and implement a plan for remediation of behavior.** This plan and a copy of the suspension shall be put in the student's file and be available for review.
- E. All suspensions must be for ten (10) days or less, with a specific end date.
- F. No student shall be suspended or expelled with an open-ended suspension date.
- G. There is a computer generated Bus Suspension Form. All bus suspensions MUST be entered in PowerSchool.
- H. Students with an IEP or 504 may not be suspended for longer than 10 days without holding a manifestation hearing prior to the 10th day of the suspension. If there are any questions, please contact the Exceptional Children Instructional Supervisor regarding an IEP or Zoe Bozeman regarding 504s. This includes an accumulation of OSS days and is not limited to a one-time expulsion.
- I. If a parent requests a DHA hearing for an expelled student, the application to the Alternative School should be made ASAP by referring the parent to Student Services and not wait on the decision of the DHA. Contact Zoe Bozeman in Student Services, 202-0855, Ext. 2256.
- J. Students committing a zero tolerance offense, drugs, guns or battery of an employee *must be expelled for 180 days.* T.C.A. §49-6-3401

VIII. **ATTENDANCE (Policy #6047)**

Please refer to the district policy regarding attendance accounting. Student accounting should begin the first day of school and continue through the last day of school. This includes exam exempt students and seniors after graduation.

**Attendance data must be correct. Attendance Operators need time in isolation each day to accurately enter the attendance data. All school employees must know the importance of attendance accounting and reporting attendance data accurately to the attendance operator.**

**Much of our state reporting of student information will be taken from EIS for the 2019-2020 school year. EIS data MUST be correct.**

**Attendance should be entered at least one hour prior to dismissal.**

**PowerSchool is the student management system and all attendance data will be kept in PowerSchool. All personnel will follow directions given in Power School training and in service activities. It is extremely important that all teachers enter first day attendance in a timely and accurate manner. Please contact Yadi Caviness or Anita Henderson with questions pertaining to the operation of PowerSchool with questions pertaining to the operation of PowerSchool. Notify the Director of Student Services, Korrie White, if attendance is not submitted.**

**NOTE:** Students who ride a bus to and/or from school should have a transportation record in PowerSchool. Students who are eligible for bus service but DO NOT ride a bus should NOT have a bus transportation record in PowerSchool.

- A. Perfect Attendance - As you consider the requirements for perfect attendance, please be sensitive to all students in your school. Please be certain that all students and parents know your criteria for determining perfect attendance. Parents become very angry when their child does not receive a Perfect Attendance Award when they feel that the child has been in school every day. This is particularly the case when no check-ins and/or check-outs are allowed for perfect attendance.

Parents know if a student is in attendance at school for 3 hours and 15 minutes, the student is counted present for attendance accounting purposes. Unless parents are told differently, they believe that a student is eligible for perfect attendance when the student is in school for 3 hours and 15 minutes.

- B. Getting Ready for 2019-2020

**The attendance operator MUST HAVE UNINTERRUPTED TIME TO ENTER DATA.**

- NOTE: Delete students who do not return for the 2019-2020 school year. These students must be withdrawn with the appropriate withdrawal code.
- Edit student information from last year. (Verify homeroom assignments, bus routes, and grade assignments; update Career- Technical Ed status - Career Technical Ed disadvantaged students are on free/reduced lunch and Career-Technical Ed disabled students have a primary Special Ed option.) Bus/transportation information must be entered no later than August 15 for all students' am and pm assignments.
- Enter all new students with complete information.

- C. System Required Accounting Procedures

Bartlett City Schools is subject to an attendance audit during the 2019-2020 school term. We may do a trial audit of a random selection of schools. Please review with your staff the attendance procedures established for the system based on state mandates. A copy of the 2015 revision of the Tennessee Student Membership and Attendance Procedures Manual was distributed to each school attendance operator. A copy can be found at the website below.

[http://www.tn.gov/education/districts/docs/331958\\_membership\\_attendance\\_manual.pdf](http://www.tn.gov/education/districts/docs/331958_membership_attendance_manual.pdf)>



## **XI. DROPOUTS**

### **A. Summer Dropouts**

1. Determine if any of the "summer no shows" are dropouts.
2. If there are any dropouts, contact the parents/guardian immediately and inform them of the compulsory school attendance law.
3. If student does not enroll immediately, send a complete truancy report form to Student Services.
4. All other "summer no shows" must be withdrawn with the appropriate withdrawal code.

### **B. Dropouts During School Year**

- 1. No student under 18 should be dropped without conferring with Student Services personnel.**
- 2. No student over 18 should be dropped for truancy without conferring with Student Services personnel.**

### **C. Driver's License Law (Policy #6047)**

To obtain a license to operate a car in Tennessee, the Department of Safety requires each person between the ages of fifteen (15) and seventeen (17) inclusive to obtain a certificate of compulsory attendance from their school, which must be signed by the principal or his/her designee. It is extremely important that all students are aware of the need for this certificate to obtain a driver's license and each school's procedure for obtaining the certificate. It is equally important that all students understand that if they miss ten (10) consecutive unexcused days or fifteen (15) total unexcused days in one semester (and that OSS counts as unexcused days) or they do not pass at least three (3) courses each semester he/she will lose his/her driver's license. There is no longer a requirement that a student who has lost his/her license must attend thirty (30) days without an unexcused absence to get his/her license reinstated. The only requirement now is for the student to pass at least three (3) subjects or the equivalent at the end of the next grading period.

## **XII. REPORT OF UNEXCUSED HABITUAL ABSENTEEISM Definition:**

### **Unauthorized absence from school is considered truancy.**

- A. A decision is made at the school level regarding any absence (excused or unexcused).
  1. Reasons considered for excused absences (Policy #6047).
  2. Extenuating circumstances created by emergencies, which the student has no control shall be considered at the principal's discretion.
- B. The absence is entered into the PowerSchool attendance program.
- C. After three (3) unexcused absences, the school should send the warning letter provided by Student Services Department to the parents.
- D. Each week, the attendance operator will generate a weekly report on Wednesday to identify truant students from the prior week.
- E. At five (5) unexcused absences, the administration or designee will begin implementing the tiered truancy plan.

## **XIII. TRANSGENDER**

Refer all questions and concerns regarding transgender issues to Dr. Korrie White, Director of Student Services. BCS procedures will comply with the provisions of Title IX, and BCS will provide reasonable accommodations to any student requesting access and use of alternate facilities for the purposes of ensuring the privacy of the student.

#### **XIV. POINTERS FROM STUDENT SERVICES**

- A. All suspensions/expulsions must be printed from PowerSchool and the school must keep a copy of the signed form that was sent home. There is no need to send a copy of each suspension/expulsion to Student Services. The suspension/expulsions form will be requested when needed. All information should be entered in PowerSchool.
- B. According to state law, the only time a student should be sent home in the middle of the day for disciplinary reasons is when the principal determines the student is a detriment to the other students or faculty and staff. In most cases the student should finish the day with the suspension/expulsion beginning the next day.
- C. Principals should notify a student's parents by phone as soon as possible when the student is suspended/expelled. **Once a student has been suspended/expelled, please be sure you have spoken to a parent or guardian prior to the first day of the suspension/expulsion.**
- D. Principals should always meet with parents as soon as possible after a request is made.
- E. Please work with parents when students are ill and need to go home. (Be reasonable).
- F. All students who are having attendance or discipline problems should be referred to the School Counselor and/or have a behavior plan in place. **After the school personnel have used all available school resources, a referral to Student Services should be made.** We should use every resource to help students succeed.
- G. All student organizations should have minority and non-minority participants. This includes cheerleading squads and basketball teams. Develop a strategy to ensure minority and non-minority participation in all school activities. You will need to maintain records, by race and gender, of student participation in all school activities. Student organization participation should be kept in PowerSchool to help with reporting and documentation.
- H. If a school principal has a particularly difficult time with an abusive parent, the principal should contact Student Services to pursue barring that parent from the school campus.
- I. Student Services personnel will be available to assist principals in preparing for a DHA Hearing.
- J. Students should not be excluded from school for truancy, contact Student Services for assistance in dealing with truant students.
- K. Students committing a zero tolerance offense (drugs, guns or assault of an employee,) must be expelled for 180 days, T.C.A. §49-6-3401.

#### **XV. STUDENTS IN TREATMENT FACILITIES OR INCARCERATED**

- A. All students entering a treatment facility are coded as **HF** (Health Facility) in PowerSchool.
- B. Please notify Student Services at 202-0855 Ext. 2238 when a student enters a treatment facility.
- C. All students who are incarcerated must be withdrawn from PowerSchool immediately.
- D. Please be certain all personnel on your staff are aware that the student has been withdrawn