

Bartlett City Board of Education		3022
Descriptor Term: SECURITY	Descriptor Code: Support Services	Issue Date: 07/24/2014
	Rescinds:	Revised: 07/25/2024 07/24/2025 07/23/2026

1 The Superintendent shall establish procedures to protect school property which shall
2 include, but not be limited to¹:

- 3 1. Closing and securing teacher work areas when left unattended or at the end of the
4 day;
- 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums, or
6 other school facilities or equipment without appropriate supervision;
- 7 3. Controlling the issuance of keys;
- 8 4. Developing programs that contribute to the proper care and use of school facilities
9 and equipment; and
- 10 5. Ensuring that equipment purchased with federal funds is managed as directed by
11 federal law.

12 Principals shall be responsible for ensuring the security of their school buildings, school
13 grounds, and the property contained within their school buildings. In accordance with
14 Board policy, the principal of each school shall develop procedures for keeping school
15 facilities safe and free from hazards.

16 All BCS principals shall immediately call law enforcement officials and the Superintendent
17 in cases involving illegal entry, building damage, theft, vandalism endangering life, health,
18 or safety, assault and battery resulting in serious personal injury or involving a weapon,
19 or valid threats of mass violence.²

20 Every BCS staff member observing or otherwise having knowledge of an assault and
21 battery or vandalism endangering life, health, or safety, illegal entry, theft, or vandalism
22 generally, on school property, shall report such acts to the Superintendent and the school
23 Principal.

24 Only students assigned to the school, BCS staff, parents of students, and other persons
25 with lawful and valid business shall enter onto the grounds or into the buildings of a school
26 during the hours of student instruction. All staff members shall report all persons
27 appearing to be improperly on school premises to the Principal.³

¹ T.C.A. §49-6-805

² T.C.A. §49-6-4301; T.C.A. §39-16-517

³ T.C.A. §49-6-2008

School Building Entrances⁴

All exterior doors leading into a school building shall be locked at all times and access to school buildings is limited to the school's primary entrance, to prevent unauthorized entry into the school building during the day, and when students are present outside of regular school hours for school-related purposes or activities.⁵ If there is a need to unlock the doors during a school-related event or activity after hours, then the door shall be continuously monitored by a BCS employee who is physically stationed by the unlocked door to ensure access is limited to authorized persons only.

State and local law enforcement are authorized to inspect exterior doors of school buildings. If law enforcement personnel discover that a door is unlocked, in violation of this Policy, local law enforcement must provide notice of same to the Superintendent. If the Superintendent receives such notice, the Superintendent shall direct the Principal of the school at which the violation occurred, to within forty-eight (48) hours of the Superintendent's receipt of the notification, notify the law enforcement agency, in writing, that the door was immediately locked and that the processes are in place to ensure that the door remains locked. Said notification shall also state whether the school has a full-time school resource officer. The Principal shall copy said notification to the Chair of the Board of Education, the head of the parent-teacher organization for the school at which the violation occurred, the Tennessee Department of Safety, and the TDOE.

Any school employee that props open an exterior school door shall receive disciplinary action, up to and including termination.

Threats of Violence or Disruptive Behavior in Schools⁶

Should the Principal receive credible information regarding a threat of violence or significantly disruptive behavior directed toward, or occurring on the grounds of, a BCS school, and should the Principal report such threat or behavior to a state or local law enforcement agency, then the Principal shall notify the parents and guardians of students enrolled in the school within forty-eight (48) hours of the report. For purposes of law enforcement reports, a report made to a school resource officer ("SRO") or a BCS school security officer ("SSO") shall not constitute a report to a state or local law enforcement agency. If the SRO or SSO subsequently reports the threat of violence or significantly disruptive behavior to a law enforcement agency for further investigation or for de-escalation assistance, then the Principal shall notify parents and guardians in accordance with the aforementioned forty-eight (48) hour requirement.⁷

⁴ T.C.A. §49-6-817

⁵ T.C.A. §49-6-817

⁶ T.C.A. §49-6-2704

⁷ Public Acts of 2025, Chapter No. 215

1 The Superintendent or his/her designee, is authorized to sign a criminal complaint and to
2 press charges against perpetrators of crimes against BCS property. The Superintendent
3 shall report all signing of such complaints to the Board.

4 **School Policing**

5 **School Resource Officers**

6 The Board may enter into a memorandum of understanding ("MOU") with the chief of
7 Bartlett Police Department and/or the Shelby County Sheriff's Department to provide
8 school policing. Any MOU shall address, at a minimum, the following issues:⁸

- 9 1. Any School Resource Officer (SRO) assigned under a MOU must be in compliance
10 with all laws, regulations, and rules of the Police Officer Standards and Training
11 Commission at the time of assignment and remain compliant throughout the tenure
12 of his or her assignment;
- 13 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic
14 training in school policing within twelve (12) months of assignment. Every year
15 thereafter, the SRO shall participate in a minimum of sixteen (16) hours of training
16 specific to school policing. All training programs shall be approved by the Peace
17 Officers Standards and Training Commission.
- 18 3. Any SRO assigned under the MOU remains an employee of the law enforcement
19 agency, subject to that agency's direction, control, supervision, and discipline.
- 20 4. No officer shall be assigned to a school or continue in such assignment without the
21 consent of the Superintendent.
- 22 5. In the event that more than one SRO is assigned to a school system, the law
23 enforcement agency shall designate one of the SROs as the senior SRO, or such
24 other, appropriate title. The duties of the senior SRO, however designated, shall
25 include, but not be limited to, the following:
 - 26 a. To represent and carry out the policies of the law enforcement agency
27 assigning the SROs.
 - 28 b. To supervise the SROs in the performance of their duties;
 - 29 c. To consult with the Superintendent regarding the best use of the available
30 resources for school policing; and
 - 31 d. To resolve disputes between the SROs and students or faculty members.
- 32 6. The MOU may be effective for any length of time, including continuing until
33 terminated by the parties, and may contain any reasonable notice requirement for
34 the termination of the MOU. However, the MOU shall contain a provision allowing
35 the Superintendent to suspend the active participation of the SROs in the event
36 that the Superintendent believes that such suspension is best for the health, safety,
37 and/or well-being of the students and/or faculty members.

38 **School Security Officers**

39 In addition to school policing services through School Resource Officers (SRO's), the
40 District may employ one or more armed school security officer(s) to provide security
41 services. School security officers may be used for the purposes of maintaining order and

⁸ T.C.A. §49-6-4217

discipline, preventing crime, investigating violations of school board policies, and ensuring the safety, security, and welfare of all students, faculty, staff, and visitors.⁹ In consultation with Bartlett Police Department and/or the Shelby County Sheriff's Department, such school security officer may patrol within a one-mile radius of the security officer's assigned school, but not to exceed the boundaries of Bartlett City Schools.

SSOs shall immediately report acts of violence and/or criminal activity to the SRO and the school Principal, in that order. SSOs shall comply with all state and federal laws regarding the confidentiality of personally identifiable student information.

Threat Assessment Teams¹⁰

The Superintendent shall be responsible for establishing a BCS Threat Assessment Team. The purpose of the Team. The purpose of the threat assessment team is to develop comprehensive intervention-based approaches to prevent violence, manage reports of potential threats, and create a system that fosters a safe, supportive, and effective school environment.

The Threat Assessment Team is comprised of BCS personnel and a representative from the Bartlett Police Department.

The Threat Assessment Team shall:

1. Obtain training from local law enforcement or mental health service providers on how to assess individuals exhibiting threatening or disruptive behavior and develop interventions for individuals exhibiting such behavior;
2. Conduct threat assessments based on dangerous or threatening behavior of individuals in the school, home, or community setting;
3. Provide guidance to students, faculty, staff, and others in the LEA on how to recognize, address, and report threatening or dangerous behavior;
4. Establish procedures that outline the circumstances in which LEA are required to report threatening or dangerous behavior;
5. Establish procedures for students, faculty, and community members to anonymously report threatening or dangerous behavior and specify to whom the behavior should be reported;
6. Provide guidance and best practices for the intervention and prevention of violence;
7. Establish procedures for the:
 - a. Assessment of individuals exhibiting behavior that may present a threat to the health or safety of the individual or others;
 - b. Development of appropriate means of intervention, diversion, and de-escalation of threats; and
 - c. Development of appropriate courses of actions that should be taken in the event threatening or dangerous behavior is reported, including, but not limited to, referrals to community services or healthcare providers, notification of parents or guardians, if appropriate, or notification of law enforcement and emergency medical services;
8. Refer individuals to support services;

⁹ T.C.A. §49-6-4206

¹⁰ T.C.A. §49-6-2701

1 9. Provide post-incident assessments and evaluate the effectiveness and response
2 of BCS incidents; and

3 10. Coordinate with state agencies providing support services and technical
4 assistance to local threat assessment teams.

5 The Threat Assessment Team shall document all behaviors and incidents deemed to
6 pose a risk to school safety or that result in intervention and shall provide the information
7 to BCS. All information shall be documented in accordance with the Family Educational
8 Rights and Privacy Act (FERPA) (20 U.S.C. §1232(g)), §10-7-504, and all other relevant
9 state and federal privacy laws. BCS must consider the information when reviewing and
10 developing a building-level school safety plan.

11 The Threat Assessment Team shall report Threat Assessment Team activities to the
12 Board and the Superintendent, the Tennessee Department of Safety, the Tennessee
13 School Safety Center, and the members of the State-level Safety Team, as established
14 by state law, on a regular basis. The report must include quantitative data on Threat
15 Assessment Team activities, including post-incident assessments, and must provide
16 information on the effectiveness of the team's response to incidents deemed to pose a
17 risk to school safety. The report must comply with the FERPA, §10-7-504, and all other
18 relevant state and federal privacy laws.

19 Documents produced or obtained by the Threat Assessment Team are not open for public
20 inspection. Threat Assessment Team meetings do not constitute open meetings as
21 defined by T.C.A. §8-44-102.

22 **Classroom Evacuations¹¹**

23
24 "Classroom evacuation" means the removal of some or all students from a classroom or
25 instructional area due to the violent, aggressive, or severely disruptive behavior of another
26 student that creates a safety concern or substantially interrupts classroom instruction.

- 27 1. If a classroom evacuation occurs, then the Principal or his/her designee must
28 provide notification to the parent/guardian of each student who was in the
29 classroom or instructional area at the time the classroom evacuation occurred.
30 2. The notification must be provided to parents/guardians by the end of the day in
31 which the classroom evacuation occurred unless the event that prompted the
32 classroom evacuation is an ongoing emergency or is otherwise under investigation
33 by state or local law enforcement, in which case the notification must not be
34 provided to parents/guardians until the emergency event is resolved or the
35 Principal or his/her designee determines that providing the notification does not
36 impede an ongoing investigation, as applicable.
37 3. The notification must include:
38 a. The fact that a classroom evacuation occurred;
39 b. A brief description of the general nature of the incident sufficient to explain
40 why the classroom evacuation occurred; and
41 c. Any steps taken by the school to ensure the continued safety and
42 supervision of students.

¹¹ T.C.A. §49-6-4303

- 1 4. The notification must not disclose the name or information about the student whose
- 2 conduct caused the classroom evacuation.
- 3 5. Each school shall maintain, for each classroom evacuation, a written or electronic
- 4 record of:
- 5 a. The date and time of the classroom evacuation;
- 6 b. The number of students evacuated;
- 7 c. The time and manner of the parental notification; and
- 8 d. The name of the staff member who notified parents

9 **CYBERSECURITY¹²**

10 The Superintendent shall implement cybersecurity procedures to identify cybersecurity
11 risks, mitigate such risks, and protect cyberinfrastructure against cyberattacks and other
12 cybersecurity threats and incidents.

¹² T.C.A. §49-6-805