



Warren County Board of Education

Dr. Grant Swallows– Director of Schools

2548 Morrison Street, McMinnville, Tennessee 37110

Phone: 931-668-4022 | www.warrenschools.com

Posted: Thursday, July 17, 2025

TO: Warren County School Board Members, Warren County Media
FROM: Dr. Grant Swallows, Director of Schools
RE: **Regular Board Meeting**
DATE: **Thursday, July 24, 2025**
TIME: **5:00 PM**
PLACE: **Warren Co. Schools Central Office, Learning & Leadership Center, 2548 Morrison Street, McMinnville, TN 37110**

APPEARING BEFORE THE BOARD

Individuals desiring to appear before the board must submit a written request with descriptive materials to the office of the Director of Schools two (2) business days before the meeting. If the request is approved by the executive committee, the item will be placed on the agenda. Individuals placed on the agenda will be recognized at the beginning of the meeting and given time to speak when their topic of interest is addressed on the agenda.

There will be a public comment period for each meeting with actionable items on the agenda, with the exception of teacher disciplinary hearings. Comments shall be limited to topics listed on the agenda. The total public comment period for agenda items as well as requests to add items to the agenda shall be for no more than thirty (30) minutes. If an individual wishes to address the Board on an Agenda item, he/she shall sign up on the form provided before the beginning of the board meeting to request time to speak. Each speaker shall be given no more than three (3) minutes. See **Board Policy 1.404 Appeals to and Appearances Before the Board for more information:** <https://tsba.net/warren-county-board-of-education-policy-manual/#board-operation>

Board Meeting

1. **Call to Order and Approval of the Agenda** - Chris Cope, Chair
2. **Pledge of Allegiance**
3. **Approval of the Consent Agenda** *(if no objections, the following items in the Consent Agenda will be considered passed when the consent agenda is approved)*
 - A. **Minutes for Approval**
 - (1) **Board Meeting Minutes 06/23/25**
 - (2) **Executive Minutes 06/24/25**
 - (3) **Executive Minutes 06/24/25**
 - (4) **Executive Minutes 06/26/25**
 - (5) **Executive Minutes 06/26/25**
 - (6) **Executive Minutes 06/26/25**
 - (7) **Executive Minutes 07/07/25**
 - (8) **Executive Minutes 07/08/25**
 - (9) **Executive Minutes 07/08/25**
 - (10) **Executive Minutes 07/14/25**
 - B. **Checks**
 - (1) **Check Listings:**
 - 141 General Purpose
 - 142 Federal Programs
 - 143 School Nutrition
 - C. **Contracts / Policies/ Resolutions / Miscellaneous Reports**
 - (1) **Arivett Law Legal Services Retainer Agreement**



Warren County Board of School Commissioners

2548 Morrison St., McMinnville, TN 37110; (931) 668-4022

Regular Board Meeting Agenda

- (2) **Cybersoft Technologies Software Agreement**
- (3) **Hayes Fire Protection Contract**
- (4) **Kindness Club Request - Irving College**
- (5) **McMinnville Physical Therapy Contract**
- (6) **Playground - Irving College Naming Request**
- (7) **Upland Design Group Service Agreement**
- (8) **University of TN Knoxville Educator Preparation MOU**
- (9) **World Travelers Club Request - Irving College**
- (10) **JHA Yearbook Agreement - WCHS**
- (11) **Perry Weather - Weather Station & Software App Subscription Agreement**
- (12) **July Policy Review: Policies 1.000 -1.407 Board Operations**
<https://tsba.net/warren-county-board-of-education-policy-manual/#board-operations>
- (13) **JHA Photography Agreement - Centertown**
- D. **Bids**
 - (1) **Athletic Fields Maintenance Bid Approval**
 - (2) **School Nutrition Milk and Ice Cream Bid Approval**
- E. **Surplus - NONE**
4. **Public Comment**
5. **Student Advisory Report - NONE**
6. **Recognitions - NONE**
7. **Facilities & Resources** Construction/ Project Updates
8. **Operations Report** - Dr. Grant Swallows, Director of Schools
 - A. **Human Resources Director Update**
 - B. **ESL Coordinator / Migrant Liaison Update**
 - C. **Summer School Report**
 - D. **Five-Year Strategic Plan Update**
 - E. **District Threat Assessment Report**
 - F. **2025-2026 General Purpose Fund #141 Budget Amendment Line Item Transfer #1**
 - G. **Budget and Fundraising Approval 2025-2026**
 - H. **Bible Course Approval - WCHS & Warren Connect**
9. **Personnel Report (Informational)**
10. **Curriculum & Achievement** None
 - A. **Policy 4.601 - Reporting Student Progress & Conferencing (for approval and adoption on first and only reading)**
 - B. **Policy 5.119 Employment of Retirees (for approval and adoption on 1st and only reading)**
 - C. **Policy 6.200 Attendance (for approval and adoption on 1st and only reading)**
 - D. **Policy 6.303 Interrogations and Searches (for approval and adoption on first and only reading)**
 - E. **Policy 6.304 Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation (for approval and adoption on 1st and only reading)**
 - F. **Policy 6.3041 Title IX & Sexual Harassment -English & Spanish (for approval and adoption on first and only reading)**
 - G. **Policy 6.312 Restrictions on Student Possession and Use of Personal Electronic Devices (for approval and adoption on first and only reading)**
 - H. **Policy 6.411 Student Wellness (for approval and adoption on 1st and only reading)**
 - I. **Policy 6.600 Student Records (for approval and adoption on 1st and only reading)**
 - J. **Policies for Approval and Adoption on Second Reading (Grouped for one approval)** 1.407 School District Records
 - 1.901 Charter School Applications
 - 1.903 Charter School Oversight
 - 1.905 Charter School Renewal



Warren County Board of School Commissioners

2548 Morrison St., McMinnville, TN 37110; (931) 668-4022

Regular Board Meeting Agenda

- 1.906 Charters School Revocation
- 3.202 Emergency Preparedness Plan
- 3.204 Threat Assessment Team
- 4.100 Instructional Program
- 4.212 Virtual Education Program
- 4.403 Library Materials
- 4.406 Use of the Internet
- 5.110 Compensation Guides and Contracts
- 5.305 Family Medical Leave
- 5.500 Discrimination/Harassment of Employees
- 5.701 Substitute Teachers
- 6.304 Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation

11. **Other Business**

12. **Adjourn**

Next Scheduled Board Meeting - Monday, August 25, 2025

Warren County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 07/24/25
		Rescinds: 04/22/24	Issued: 04/22/24

1 *General*

2 The Director of Schools shall maintain all school district records required by law, regulation, and board
3 policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records
4 maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may
5 request in writing and receive copies of open public records subject to the payment of reasonable
6 cost.^{1,2,3,4}

7 No records pertaining to individual students will be released for inspection by the public or any
8 unauthorized persons. In addition, information, records, and plans related to security and safety will not
9 be released for public inspection.⁵

10 All requests to inspect or receive copies of records shall be submitted to the district's public records
11 request coordinator Detra Whiles.⁶ The public records request coordinator shall forward requests for
12 inspection or copies of records to the appropriate records custodian.

13 Prior to producing any record, the records custodian shall ensure confidential information is redacted.
14 Original documents remain intact, and confidential information in copies produced for a requestor shall
15 be redacted. The Director of Schools shall develop a procedure to redact confidential information.

16 **REQUESTS FOR INSPECTION²**

17 Citizens requesting to inspect public records shall submit their request and a government issued photo
18 identification card with the citizen's address to the district's public records request coordinator during
19 normal business hours. Requests may be made in person, by telephone, electronic transmission, or
20 mail. The coordinator shall submit the information to the appropriate records custodian. The records
21 custodian will contact the citizen and indicate when the records will be available to inspect.

22 If the records cannot be made available within seven (7) business days, the records custodian shall
23 provide a records production letter indicating the time needed to complete the request.

24 If the request to inspect is denied, the records custodian shall provide the citizen with a records request
25 denial letter indicating the basis for the denial.

26

27 **REQUESTS FOR COPIES²**

28 Citizens requesting copies of public records shall complete and submit the Records Request Form and
29 a government issued photo identification card with the citizen's address to the district's public records

1 request coordinator during normal business hours. The coordinator shall submit the Records Request
2 Form to the appropriate records custodian.

3 The records custodian shall provide an estimate of the reasonable costs to produce the requested
4 records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of
5 Reasonable Charges shall be used to determine the reasonable cost. The records custodian will provide
6 the citizen with an invoice detailing the charges. The citizen shall pay the estimated reasonable costs
7 by cash or credit card (when available) prior to the district producing the copies.

8 If the records cannot be made available within seven (7) business days, the records custodian shall
9 provide a records production letter indicating the time needed to complete the request.

10 If the request for copies is denied, the records custodian shall provide the citizen with a records request
11 denial letter detailing the basis for the denial.

12 **FREQUENT AND MULTIPLE REQUESTS**

13 When the total number of requests for copies made by a requestor within a calendar month exceeds
14 four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to
15 produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be
16 notified of this policy and provided with a Notice of Aggregation of Multiple Requests/Requestors
17 form. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of
18 Reasonable Charges shall be used to determine the reasonable cost. Further, the names of persons
19 inspecting records and the date of inspection shall be recorded.

20 **DENYING REQUESTS FOR NONCOMPLIANCE⁷**

21 *Requests to Inspect a Public Record*

22 The district shall deny a request to inspect a public record from any citizen that has:

- 23 a. Made two (2) or more requests to view a public record within a six-month period; and
- 24
- 25 b. For each request failed to view the record within fifteen (15) business days of receiving
- 26 notification that the record was available.

27 Requests from this citizen shall be denied for up to six (6) months from the date of the second records
28 request. The district's public records request coordinator may waive this denial if he/she determines
29 that failure to view the record was for good cause.

30 *Requests for Copies of Public Records*

31 The district shall deny a request for copies of a public record from any citizen that has:

- 32 a. Been provided with an estimate of the reasonable cost to produce the requested records;
- 33 b. Agrees to pay such estimated reasonable cost prior to production of the records; and
- 34 c. Fails to pay the actual cost after the records have been produced.

1 Additional requests from this citizen shall be denied until the original cost is paid.

2 RECORDS RETENTION

3 The Director of Schools and/or designee(s) shall retain and dispose of school district records in
4 accordance with the following guidelines:⁸

- 5 1. The Director of Schools and/or designee(s) will determine if a particular record is of permanent
6 or temporary value in accordance with state law;^{9,10}
- 7 2. Temporary value records which have been kept beyond the required time may be recommended
8 to the Public Records Commission for destruction;^{11,12}
- 9 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be
10 transferred to the State Library and Archives. The temporary value records rejected by the State
11 Library and Archives may be transferred to another institution or destroyed;^{11,12,13}
- 12 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the
13 Director of Schools desires to destroy the original permanent record, these records must be
14 reproduced by microfilming or some other permanent reproduction method. Permission to
15 destroy any original permanent record after microfilming follows the same procedure noted
16 above for temporary records;^{10,12} and
- 17 5. The Director of Schools shall establish procedures to safeguard against the unlawful
18 destruction, removal, or loss of records.¹⁴

19 DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹⁵

20 Detra Whites
21 2548 Morrison St.
22 McMinnville, TN 37110
23 931-668-4022 ext.11105
24 whilesd@warrenschoools.com

Legal References

1. [TCA 49-2-301\(b\)\(1\)\(Z\)](#)
2. [TCA 10-7-503; Public Acts of 2025, Chapter No. 94](#)
3. [TCA 10-7-506\(a\)](#)
4. [TCA 49-2-104](#)
5. [TCA 10-7-504\(p\)](#)
6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

1

Treasury, *available at*

<https://www.comptroller.tn.gov/content/dam/cot/orc/documents/orc/policies-and-guidelines/ScheduleofReasonableCharges.pdf>; TCA 10-7-503(a)(1)(B),(C)

7. [TCA 10-7-503\(a\)\(7\)\(A\)\(vii\)](#)
8. [TCA 10-7-503\(h\)\(6\)](#)
9. [TCA 10-7-401](#)
10. [TCA 10-7-406](#); [TCA 10-7-301\(5\),\(13\)](#)
11. [TCA 10-7-404](#)
12. [TCA 10-7-413](#)
13. [TCA 10-7-414](#)
14. [TCA 39-16-504](#)
15. [TCA 10-7-503\(g\)\(1\)\(D\)](#)

Warren County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 07/24/25
		Rescinds: 4/22/21	Issued: 04/22/21

1 *General*

2 This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to
3 charter schools converting from existing public schools. Proposals from existing charter school
4 operators or replicators and applicants proposing to contract with educational service providers shall be
5 in accordance with state law.¹

6 **APPLICATION PROCESS**

7 A prospective charter school sponsor shall send notice to the Director of Schools/designee of its intent
8 sixty (60) calendar days prior to February 1st of the year preceding the year in which the proposed
9 charter school plans to begin operation as a charter school. The Director of Schools/designee shall
10 determine whether the sponsor has selected the correct application category within ten (10) business
11 days of receiving the letter of intent and notify the sponsor within five (5) business days of a
12 determination that the incorrect application category has been selected.²

13 A sponsor seeking board approval of an initial charter school application shall complete the forms
14 developed by the State Board of Education in coordination with the Tennessee Public Charter School
15 Commission (“the Commission”). The application shall provide all the information required by state
16 law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by
17 state law for the formation of a charter school, and the proposed charter school will be able to
18 implement a viable program of quality education for its students.

19 Electronic copies of Applications shall be submitted to the Board and the Commission on or before
20 11:59 p.m. Central Time on February 1st of the year preceding the year in which the proposed charter
21 school plans to begin operation as a charter school. If the 1st of February falls on a Saturday, Sunday,
22 or holiday on which the school district offices are closed, applications will be accepted on the next
23 business day on or before 11:59 p.m. Late applications will not be accepted, without exception. The
24 sponsor shall pay an application fee of \$2,500.00. The Director of Schools/designee shall report each
25 application received to the Commission no later than ten (10) days after receipt.²

26 The Board shall determine whether an application is complete within ten (10) business days of
27 receiving the application and shall notify the sponsor within five (5) business days of the determination
28 if the application is determined to be incomplete.³

29 **REVIEW TEAM¹**

30 If necessary, the Director of Schools/designee shall appoint a review team to assist in reviewing and
31 evaluating charter school applications. The team shall be comprised of members of the administrative

1 staff for the district and community members with relevant educational, organizational, financial, and
2 legal experience. At the board meeting in December of each year, the Director of Schools/designee
3 shall make a recommendation to the Board on which members of his/her administrative staff should be
4 appointed to the team. The Board shall name the members of the team at its meeting in January of each
5 year. The Board shall designate a Chair of the review team as the contact person for answering
6 questions about the application process and receiving applications. The Director of Schools/designee
7 shall develop an orientation for the team to ensure consistent evaluation standards and the elimination
8 of real or perceived conflicts of interest.

9 The Board shall require the Director of Schools/designee to develop a procedure for receiving,
10 reviewing, and ruling on applications for the establishment of charter schools by the review team. The
11 procedure shall include a timeline for the application and review process. A copy of the procedure,
12 including the review criteria, shall be available on the district's website.

13 The review team shall:

- 14 1. Evaluate all charter school applications based on the review criteria established by state law;
15 and
- 16 2. Recommend one of the following options to the Board for each application: approve, reject, or
17 reject with stipulations for reconsideration.⁴
18
19

20 **APPROVAL/DENIAL OF APPLICATION⁵**

21 The Board shall rule by resolution on the approval or denial of an initial charter school application
22 within ninety (90) calendar days of receipt of the completed application, or the application shall be
23 deemed approved by state law. The Director of Schools/designee shall report the action taken by the
24 Board to the Department of Education and the Commission.

25 *Approval*

26 The sponsor of a charter school that is approved by the Board shall enter into a written agreement with
27 the Board which shall be binding on the charter school's governing body. The charter school agreement
28 shall be in writing and signed by the sponsor and the Board.

29 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state
30 and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁶

31 Charter schools approved by the Board are expected to implement the application as submitted and
32 approved. Material variations in operations from the approved application require amendment pursuant
33 to state law and the charter school agreement.⁷

34 The Board shall not provide services to charter schools that are not requested during the application
35 process except for those services that are required under state or federal law. Services agreed to be
36 provided to the charter school by the Board shall be provided at the Board's actual cost. The Board and
37 charter school shall execute a service contract for any additional services.

1 New charter school agreements are approved for a ten (10) year period.⁸ The Board may revoke or
2 deny renewal of a charter school agreement for any of the reasons enumerated in state law.⁹

3 *Denial*

4 If the initial charter school application is denied, the Board shall notify the sponsor in writing within
5 ten (10) calendar days, specifying the objective reasons for the denial and the deadline by which the
6 sponsor may submit an amended application. Upon written receipt of the grounds for denial, the
7 sponsor shall have thirty (30) calendar days within which to submit an amended application to correct
8 the deficiencies. The Board shall have sixty (60) calendar days either to deny or to approve the
9 amended application, or the application shall be deemed approved by state law.⁵

10 If the amended charter school application is denied, the Board shall notify the sponsor in writing
11 within five (5) calendar days, specifying the objective reasons for denial and the sponsor's right to an
12 appeal. Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Public
13 Charter School Commission.¹⁰

Legal References

1. [TCA 49-13-106; State Board of Education Policy 6.111](#)
2. [TCA 49-13-107; Public Acts of 2025, Chapter No. 275; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01-.01\(1\)\(b\),\(e\)](#)
3. [TRR/MS 0520-14-01-.01\(1\)\(i\)](#)
4. [TRR/MS 0520-14-01](#)
5. [TCA 49-13-108; Public Acts of 2025, Chapter No. 275; TRR/MSS 0520-14-01](#)
6. [TCA 49-13-128](#)
7. [TCA 49-13-110\(d\)-\(e\); TRR/MSS 0520-14-01](#)
8. [TCA 49-13-110\(c\)](#)
9. [TCA 49-13-122](#)
10. [TCA 49-13-108\(b\)\(5\)](#)

Warren County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Oversight	Descriptor Code: 1.903	Issued Date: 07/24/25
		Rescinds: 04/22/21	Issued: 04/22/21

2 *General*

3 The Board shall oversee and annually evaluate charter schools to ensure they meet the performance
4 standards and targets set forth in the charter school agreement.¹ The Board shall create a
5 comprehensive performance, accountability, and compliance monitoring system based on the charter
6 school agreement and communicate the results to each charter school. At a minimum, the monitoring
7 system shall address academic, financial, and organizational performance standards as outlined in the
8 charter school agreement and required by the State Board of Education.¹ The Board shall utilize the
9 results when making renewal, revocation, and intervention decisions. Reports on charter school
10 oversight shall be compiled by the Director of Schools or designee and published on the district's
11 webpage at least annually.

12 The Board shall communicate with the charter schools in its portfolio as needed, including both the
13 charter school leader and governing board, and provide timely notice of any material charter school
14 agreement violations and performance deficiencies.

15 The Board shall articulate and enforce stated consequences for failing to meet performance
16 expectations or compliance requirements.

17 **MONITORING SYSTEM**

18 The Director of Schools/designee shall implement a performance and compliance monitoring system
19 per the terms of the charter agreement. This information will be provided to the Board on an ongoing
20 basis through reports that will form the basis of renewal, revocation, and intervention decisions. To aid
21 in this, the Director of Schools/designee shall develop a reporting calendar that outlines when
22 information required by state law shall be provided by the charter school.

23 **SITE VISITS**

24 A site visit to each charter school shall be conducted annually. The purpose shall be to collect data and
25 other qualitative information that cannot be obtained otherwise. The Director of Schools/designee shall
26 develop a site visit procedure that outlines the expectations of charter schools prior to, during, and after
27 the site visit, including review of the documents and data, classroom observations, and interviews.
28 These visits shall minimize administrative burdens and avoid operational interference.

29 The Board shall provide the charter school with a report that summarizes the outcome of the visit.
30 The report shall provide an analysis of relevant data and include general recommendations, if
31 applicable.²

1 CHARTER SCHOOL REPORTING

2 Charter schools shall provide the information required by the charter school agreement and state law to
3 the Board. The Director of Schools/designee shall develop a reporting calendar that defines and
4 communicates the process, methods, and timing of gathering and reporting data to the Board.²

5 By September 1st, the governing body of an approved charter school shall make a written report to the
6 Board.³ The annual report shall include:

- 7 1. A report on the progress of the charter school in achieving the goals outlined in the charter
8 school agreement;
- 9 2. A financial statement disclosing the financial health of the charter school, including the costs of
10 the administration, instruction, and other spending categories of the charter school; and
- 11 3. A detailed accounting, including the amounts and sources, of all funds received by the charter
12 school, other than the funds received per state law.⁴

15 This reporting requirement shall begin in the year after the year in which the charter school begins
16 operation.

17 Multiple charter schools overseen by a single governing board shall report their performance as
18 separate, individual charter schools. Each charter school shall be independently accountable for its
19 performance.

20 Each charter school governing body shall submit an annual audit of all accounts and records, to include
21 internal school activity and cafeteria funds, to the Board as soon as practical after June 30th.⁵

22 AUTHORIZER REPORTING AND REVIEW

23 By December 1st, the Board shall report to the State Board of Education detailing the authorizer fees
24 collected in the previous school year and the authorizing obligations fulfilled using the fee.⁶ By
25 January 1st, the Board shall submit an annual authorizer report to the State Board of Education and
26 make the report available on the district website.⁷ The Director of Schools/designee shall prepare the
27 reports and provide the information to the Board prior to submission.

28

29

30

31

Legal References

1. [TCA 49-13-111\(d\); State Board of Education Policy 6.111](#)

2. [TCA 49-13-120](#)
3. [TCA 49-13-120\(a\)-\(b\)](#)
4. [TCA 49-13-112\(a\), \(f\)](#)
5. [TCA 49-13-127](#)
6. [TCA 49-13-128\(f\); Public Acts of 2025, Chapter No. 275](#)
7. [TCA 49-13-120\(c\); Public Acts of 2025, Chapter No. 275](#)

Warren County Board of Education

Monitoring: Review: Annually, in August Click here to enter text.	Descriptor Term: Charter School Renewal	Descriptor Code: 1.905	Issued Date: 07/24/25
		Rescinds:	Issued: 04/22/21

1 INTERIM REVIEW

2 The Director of Schools/designee shall conduct an interim review of a charter school in the fifth year
3 of a charter term in accordance with guidelines developed by the State Board of Education. As part of
4 this process, the charter school shall submit a report on the progress of the school in achieving the
5 goals and objectives set forth in the charter agreement.¹

6 CUMULATIVE PERFORMANCE REPORT

7 Three (3) months prior to the date on which a charter school is required to submit a renewal
8 application, the Director of Schools/designee shall submit a performance report to the charter school
9 that summarizes the school's performance record over the charter term and states the summative
10 findings concerning the school's performance and prospects for renewal.²

11 APPLICATION AND EVALUATION

12 No later than April 1st of the year prior to the year in which the charter school agreement expires, the
13 governing body of a charter school shall submit a renewal application to the Board.³ The Director of
14 Schools/designee shall report each renewal application received to the Tennessee Public Charter
15 School Commission ("the Commission") within ten (10) days of receipt.³

16 The Director of Schools/designee shall conduct a renewal evaluation site visit to each charter school
17 that submits a charter school renewal application.

18 The Board will make renewal decisions by February 1st in the year the charter school agreement
19 expires.

20 RENEWAL CRITERIA ⁴

21 The Board shall define and communicate with schools the criteria for renewal that is consistent with
22 the charter agreement. The Board shall make its renewal decision based on the renewal application,
23 annual authorizer reports, and renewal performance report.

24 Within ten (10) days of the Board voting by resolution on a renewal application, the Director of
25 Schools/designee shall promptly notify a school of its renewal recommendation and decision,
26 including the reasons for the decision and any rights to an appeal. The Director of Schools/designee
27 shall promptly communicate renewal decisions to the school community and public as well as the
28 Department of Education and the Commission.

1

Legal References

1. [TCA 49-13-121\(k\); Public Acts of 2025, Chapter No. 275](#)
2. [State Board of Education Policy 6.111](#)
3. [TCA 49-13-121\(a\); Public Acts of 2025, Chapter No. 275](#)
4. [TCA 49-13-121; State Board of Education Policy 6.111; Public Acts of 2025, Chapter No. 275](#)
- 5.

Warren County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Revocation	Descriptor Code: 1.906	Issued Date: 07/24/25
		Rescinds: 04/22/21	Issued: 04/22/21

1 *General*

2 The Board shall revoke a charter school agreement if the charter school:¹

- 3 1. Failed to meet or make sufficient progress toward the performance expectations set forth in the
4 charter school agreement;
- 5
- 6 2. Committed a material violation of any of the conditions, standards, or procedures set forth in
7 the charter school agreement;
- 8
- 9 3. Failed to meet generally accepted standards of fiscal management; or
- 10
- 11 4. Performed any of the acts that are conditions for non-approval of charter schools under state
12 law.

13 **NOTICE**

14 The Director of Schools/designee shall notify the charter school of the Board's intent to revoke the
15 charter school agreement in writing at least thirty (30) days prior to the revocation.²

16 Within ten (10) days of the Board voting to renew, not renew, or revoke a charter school agreement,
17 the Director of Schools/designee shall report the Board's decision to the Department of Education and
18 Tennessee Public Charter School Commission. The Director of Schools/designee shall also provide the
19 charter school a copy of the Board's resolution setting forth the decision and the reasons for the
20 decisions, and an explanation of the right to appeal.³

21 **REVOCAION DUE TO PRIORITY STATUS**

22 The Board may revoke a charter school agreement if the charter school is identified as a priority school
23 under state law. Revocation shall take effect immediately following the close of the school year in
24 which the charter school is identified as a priority school.⁴

25 The Board shall revoke a charter school agreement if the charter school is identified as a priority
26 school for two consecutive cycles. Revocation shall occur immediately after the close of the school
27 year in which the charter school is identified as a priority school for the second consecutive cycle.

1 PROCEDURES FOR CLOSURE

2 The Director of Schools/designee shall develop administrative procedures regarding charter school
3 closures prior to the Board denying renewal or revoking a charter school agreement.

4 These procedures shall outline a detailed protocol that will ensure timely notification to parents,
5 orderly transition of students and student records, and disposition of school funds, property, and assets
6 in accordance with state law.

Legal References

1. [TCA 49-13-122\(b\); State Board of Education Policy 6.111](#)
2. [TCA 49-13-122\(e\)](#)
3. [State Board of Education Policy 6.111; Public Acts of 2025, Chapter No. 275](#)
4. [TCA 49-13-122\(a\)](#)
5. [TCA 49-13-130](#)

1

Warren County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 07/24/25
		Rescinds: 07/22/24	Issued: 07/22/24

2 *General*

3 The Director of Schools shall be responsible for developing, maintaining, and acquiring board
4 approval of the district Emergency Preparedness Plan¹ which shall include procedures for bomb
5 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and
6 medical emergencies.

7 The principal of each school shall develop and implement emergency preparedness drills which shall
8 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with
9 emergency response agencies.

10 **FIRE AND SAFETY DRILLS**

11 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)
12 school days, with no more than two (2) fire drills occurring during the first thirty (30) full days of the
13 school year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are
14 conducted throughout the year.²

15 The principal shall ensure that three (3) additional safety drills are given during the school year.³ These
16 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not
17 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in
18 each school's office.³

19 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers.

20 The district shall work with local law enforcement and the local fire department to develop a procedure
21 for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025
22 and shall be reviewed and updated annually thereafter.⁴

23 **ANNUAL DRILLS⁵**

24 The principal shall ensure that the school safety team conducts each of the following type of drills
25 annually:

- 26 1. An armed intruder drill in coordination with local law enforcement;
- 27
- 28 2. An incident command drill; and
- 29

1 3. An emergency safety bus drill.

2 **AED DRILLS⁶**

3 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in
4 the event of a medical emergency. The principal shall ensure that the drill occurs.

5 The Director of Schools shall develop the necessary administrative procedures on AED and CPR
6 training, planning, notification, and maintenance to comply with state law.

7 **MEDICAL EMERGENCIES/PANDEMIC FLU⁷**

8 In the event of medical emergencies such as a pandemic flu outbreak, school officials shall cooperate
9 and consult with the local and state health departments and other local emergency or healthcare
10 providers in protecting students and the community from further infection. The Director of Schools
11 shall develop procedures for health emergencies in accordance with state law.

12 **REMOTE LEARNING DRILLS⁸**

13 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately
14 reflect how students will transition to remote learning in the event of a disruption to school operations.
15 Students shall not be asked or required to transition to remote learning at any time during the drill.
16

Legal References

1. [TRR/MS 0520-01-02-.30\(2\)](#); [TCA 49-6-804](#); [TCA 49-6-805\(8\)](#)
2. [TCA 68-102-137\(b\)](#)
3. [; Public Acts of 2025, Chapter No. 315](#)
4. [TCA 68-102-137\(f\)](#)
5. [TCA 49-6-807\(e\)](#)
6. [TCA 49-6-807](#)
7. [TCA 49-2-122](#); [TCA 49-6-1208](#)
8. [TCA 49-6-3004\(a\), \(e\)](#); [TCA 49-5-404](#)
9. [TCA 49-2-139](#)

Cross References

- Emergency Closings 1.8011
Safety 3.201
- Community Use of School Facilities 3.206

Warren County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Threat Assessment Team	Descriptor Code: 3.204	Issued Date: 07/24/25
		Rescinds: 06/28/21	Issued: 06/28/21

1 *General*¹

2 A threat assessment team shall be created within the school district to develop intervention-based
3 approaches to prevent violence, manage reports of potential threats, and create a system that fosters a
4 safe, supportive, and effective school environment. The Director of Schools shall appoint the members
5 of the threat assessment team.

6 The Director of Schools shall develop administrative procedures regarding the training and operations
7 of the team to comply with state law and State Board of Education rules and regulations.

8 **TEAM MEETINGS**

9 All threat assessment team meetings shall be closed to the public.²

10 **RECORDKEEPING**³

11 The team shall document all behaviors and incidents deemed to pose a risk to school safety or that
12 resulted in intervention and shall provide the information to the Director of Schools.

13 A report of the activities of the threat assessment team will be compiled and shared with the Board
14 before each regular meeting.

15 Documents produced or obtained regarding these assessment activities will not be open for public
16 inspection.

17 **REPORTING**⁴

18 The Director of Schools shall develop a process for providing parent(s)/guardian(s) information on
19 credible threats of violence or significantly disruptive behavior directed toward or occurring on the
20 grounds of the school their student attends. Such reports shall include incidents that are reported to a
21 state or local law enforcement agency. These reports must be made within forty-eight (48) hours of the
22 district's report to law enforcement.

23 At least once per quarter, the Director of Schools shall provide the Board with a report listing the total
24 number of incidents reported to state and local law enforcement agency requiring notice to
25 parent(s)/guardian(s) for the respective quarter as well as total for the year to date.

- | | |
|---|-------------------------------|
| 1. TCA 49-6-2701 | School District Records 1.407 |
| 2. TCA 49-6-2701(f) | Safety 3.201 |
| 3. TCA 49-6-2702 | Security 3.205 |
| 4. Public Acts of 2025, Chapter No. 215 | Student Records 6.600 |

Warren County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Program	Descriptor Code: 4.100	Issued Date: 07/24/25
		Rescinds: 07/26/21	Issued: 07/26/21

1 *General*

2 The Board shall not discriminate on the basis of race, color, religion, sex, national origin, or disability
3 in its instructional program or activities.¹ Discrimination shall include antisemitism, defined as a
4 certain perception of Jews, which may be expressed as hatred toward Jews including, but not limited
5 to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-Jewish
6 individuals and/or their property, toward Jewish community institutions and religious facilities.²

7 **GOALS**

8 The Board approves the following instructional goals for students:

- 9 1. To develop the skills necessary to function as a self-directed person;
- 10 2. To know the principles involved in making moral and ethical choices;
- 11 3. To develop the basic skills of reading, writing, mathematics, spelling, speaking, and problem
12 solving;
- 13 4. To develop a positive attitude toward the lifelong endeavor of learning;
- 14 5. To learn to identify personal talents and interests, make appropriate career choices, and develop
15 career skills;
- 16 6. To acquire knowledge and to develop skills in the management of personal and public
17 resources necessary for meeting obligations to self, family, and society;
- 18 7. To learn to act in a responsible manner;
- 19 8. To learn of the rights and responsibilities of citizens of the community, state, nation, and world;
20 and
- 21 9. To learn to understand, respect, and interact with people of different cultures, generations, and
22 races.

Legal References

1. [42 USCA § 2000d et seq.](#)
2. [Public Acts of 2025, Chapter No. 293](#)

Cross References

School District Goals 1.700
Student Goals 6.100
Student Concerns 6.305

Warren County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Virtual Education Program	Descriptor Code: 4.212	Issued Date: 07/24/25
		Rescinds: 07/14/22	Issued: 07/14/22

1 *General*

2 The Warren County School Board virtual education program is a course or series of courses offered by
3 the school district to provide students a broader range of educational opportunities through the use of
4 technology. Utilizing this program is temporary and shall not replace a student’s regular instructional
5 program.¹

6 Class size ratios for the virtual education program shall comply with the requirements as outlined in
7 state law.²

8 Virtual education programs³ shall be made available to students for the following purposes:

- 9 1. Academic remediation, enrichment, or providing students access to a wider range of courses;
- 10
- 11 2. Continuity of educational service for students who are homebound;⁴
- 12
- 13 3. Continuity of educational service for students who are quarantining;⁵
- 14
- 15 4. Continuity of educational service for students enrolled in an alternative school;⁶
- 16
- 17 5. Continuity of educational service when the district utilizes remote instruction due to dangerous
18 or extreme weather conditions, a serious outbreak of illness affecting or endangering students
19 or staff, or during the administration of end of course examinations or other examinations as
20 allowed per state law; or⁷
- 21
- 22 6. Continuity of educational service when the district utilizes hybrid instruction due to dangerous
23 or extreme weather conditions, or an emergency, as determined by the Director of Schools.⁸

24 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

25 Students shall be eligible to utilize a virtual education program if participating in one of the above
26 educational opportunities. The following factors shall also be taken into consideration when
27 determining eligibility:

- 28 1. Attendance;
- 29
- 30 2. Grades;
- 31

1 3. Technology survey; and
2

3 ATTENDANCE

4 Student attendance in the virtual education program shall adhere to the general requirements of board
5 policy 6.200 and any relevant administrative procedures.

6 Methods of confirming student attendance shall include two or more of the following:

7 1. Students participating in a phone call with a teacher, with parent/guardian support as
8 appropriate for the age of the student;

9
10 2. Students participating in synchronous virtual instruction;

11
12 3. Students completing work in a learning management system;

13
14 4. Students submitting work via hard-copy or virtual formats; or
15

16 REMOVAL FROM VIRTUAL EDUCATION PROGRAM

17 A student may be removed from the virtual education program or denied future enrollment in a virtual
18 education program based on disciplinary issues, attendance issues, or poor academic performance.

19 Before a student is removed based on poor academic performance, the following interventions shall
20 occur:

21 1. Notification of parent/guardian;

22
23 2. One-on-one assessment conducted by the principal/designee regarding any learning needs and
24 academic performance; and
25

26

Legal References

1. [TRR/MS 0520-01-03-.05\(2\)](#)
2. [TCA 49-1-104\(h\); State Board of Education Policy 3.206](#)
3. [TCA 49-16-101; TRR/MS 0520-01-03-.05\(2\)\(a\)](#)
4. [TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07](#)
5. [TRR/MS 0520-01-13-.01\(1\)\(c\)](#)
6. [TRR/MS 0520-01-02-.09; TCA 49-6-3402\(i\)](#)
7. [TCA 49-6-3004\(i\)](#)
8. [Public Acts of 2025, Chapter No. 484](#)
- 9.

Cross References

Emergency Closings 1.8011
Homebound Instruction 4.206
Credit Recovery 4.210
Alternative Education 6.319

Warren County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 07/24/25
		Rescinds: 07/23/24	Issued: 07/23/24

1 *General*

2 The Library Information Specialist shall be responsible for library collection development. He/she shall
3 post the list of library materials online. Library materials shall be reviewed to ensure the content aligns
4 with state law. Prior to the purchase of new materials, librarians shall review the age and maturity level
5 along with the reading level of the selected items for suitability. ¹ A list of new materials shall be
6 reviewed by the age appropriate Supervisor of Instruction.

7 Library Medial Specialists shall be responsible for periodically reviewing the district’s library collection
8 in line with the standards established below. Any materials found to be out of alignment with the
9 standards shall be removed, and this action shall be documented in writing and presented to the Director
10 of Schools and the Board.

11 **STANDARDS²**

12 The library collection shall adhere to the following criteria:

- 13 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 14
- 15 2. Materials shall be appropriate for the age and maturity levels of the students who may access
16 them. The determining factor will be based on an assessment of any mature themes or content
17 (i.e., violence, sexual content, vulgar language, substance abuse);
- 18
- 19 3. Materials shall contain literary, historical, scientific, and/or artistic value and merit;
- 20
- 21 4. The collection as a whole shall offer a variety of viewpoints; and
- 22
- 23 5. Materials shall not be removed on the sole grounds that the item is religious.

24 Any materials that meet the following criteria shall be removed and excluded from the district’s library
25 collection:

- 26 1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess
27 violence, or sadomasochistic abuse as defined in state law³;
- 28
- 29 2. Are patently offensive as defined in state law; or
- 30
- 31 3. Appeal to the prurient interest as defined in state law.

1 The Board shall be notified when any library materials are challenged or removed pursuant to this policy.

2 **COMPLAINTS⁴**

3 **~~Tier I~~**

4 If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint
5 shall:

6 1. Inform the complainant of the selection procedures and make no commitments.

7

8 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.

9

10 3. Inform the principal (and other appropriate personnel).

11

12 4. Keep challenged materials available for use during the reconsideration process.

13 Upon receipt of the completed form, the principal may notify the Director of Schools. The principal
14 may request review of the challenged materials by an ad hoc materials review committee within thirty
15 (30) days. If the principal appoints a review committee, it should include certified library media
16 personnel, representatives from classroom teachers, and one or more parents.

17 After receiving the challenged materials, the following steps should occur:

18 1. Read, view, or listen to the contested material in its entirety;

19

20 2. Check general acceptance of the material by reading recognized and evaluative reviews;

21

22 3. Determine the extent to which the material is appropriate for the age and maturity levels of the
23 students who have access to the materials and whether the material is suitable for, and
24 consistent with, the educational mission of the school; and

25

26 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the
27 material for its strength and value.

28 The principal shall present a recommendation to the Director of Schools. The Director of Schools shall
29 assess the findings along with the recommendation of the principal and present a recommendation to
30 the Board.

31 The Board shall evaluate the recommendations of the principal and the Director of Schools along with
32 the material to determine whether it is appropriate for the age and maturity levels of the students who
33 have access to the materials and whether the material is suitable for, and consistent with, the
34 educational mission of the school. The Board shall review the findings and affirm, overturn, or modify
35 the decision within sixty (60) days from which the feedback was received.

36 **REMOVAL OF LIBRARY MATERIALS**

- 1 If it is determined that the material is not appropriate for the age and maturity levels of the students
- 2 who have access to them or is not suitable for, and consistent with, the educational mission of the
- 3 school, the material shall be removed from the library collection.

Legal References

1. [*Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 \(1982\); TCA 49-6-3803](#)
2. [TCA 49-6-3803\(a\),\(b\); Public Acts of 2025, Chapter No. 270](#)
3. [TCA 39-17-901](#)
4. [TCA 49-6-3803\(e\), \(f\)](#)

Cross References

Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Warren County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 07/24/25
		Rescinds: 07/14/22	Issued: 07/14/22

1 The Board supports the right of staff and students to have reasonable access to various information
2 formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate
3 and responsible manner.

4 **EMPLOYEES**

5 Before any employee is allowed use of the district's internet or intranet access, the employee shall sign
6 a written agreement, developed by the Director of Schools/designee that sets out the terms and conditions
7 of such use. Any employee who accesses the district's computer system for any purpose agrees to be
8 bound by the terms of that agreement, even if no signed written agreement is on file.

9 The Director of Schools shall develop and implement procedures for appropriate internet use which shall
10 address the following:

- 11 1. Development of the Network and Internet Use Agreement;
- 12
- 13 2. General rules and ethics of internet access;
- 14
- 15 3. Guidelines regarding appropriate instruction and oversight of student internet use;
- 16
- 17 4. A uniform signature block for use by all district employees; and
- 18
- 19 5. Prohibited and illegal activities including, but not limited to, the following:¹
 - 20 • Sending or displaying offensive messages or pictures;
 - 21 • Using obscene language;
 - 22 • Harassing, insulting, defaming, or attacking others;
 - 23 • Damaging computers, computer systems, or computer networks;
 - 24 • Hacking or attempting unauthorized access to any computer;
 - 25 • Violation of copyright laws;
 - 26 • Trespassing in another's folders, work, or files;
 - 27 • Intentional misuse of resources;
 - 28 • Using another's password or other identifier (impersonation);
 - 29 • Using the network for commercial purposes; and
 - 30 • Buying or selling on the internet.

31 **STUDENTS**

1 The Director of Schools shall develop and implement procedures for appropriate internet use by students.
2 Procedures shall address the following:

- 3 1. General rules and ethics of internet use; and
4
5 2. Prohibited or illegal activities including, but not limited to:¹
6 • Sending or displaying offensive messages or pictures;
7 • Using obscene language;
8 • Harassing, insulting, defaming, or attacking others;
9 • Damaging computers, computer systems, or computer networks;
10 • Hacking or attempting unauthorized access;
11 • Violation of copyright laws;
12 • Trespassing in another's folders, work, or files;
13 • Intentional misuse of resources;
14 • Using another's password or other identifier (impersonation);
15 • Using the network for commercial purposes; and
16 • Buying or selling on the internet.

17 **INTERNET SAFETY MEASURES²**

18 Internet safety measures shall be implemented that effectively address the following:

- 19 1. Limiting the content accessible by students using the internet access provided by the district to
20 content that is age-appropriate;
21
22 2. Protecting the safety and security of students when they are using electronic mail, chat rooms,
23 and other forms of direct electronic communications using internet access provided by the
24 district;
25
26 3. Preventing unauthorized access, including “hacking” and other unlawful activities by students
27 online;
28
29 4. Unauthorized disclosure, use and dissemination of personal information regarding students
30
31 5. Restricting students' access to materials harmful to them; and
32
33 6. Preventing students from using internet access provided by the district to access websites, web
34 applications, or software that does not protect students against the disclosure, use, or
35 dissemination of their personal information.

36 The Director of Schools/designee shall establish a process to ensure the district's education technology
37 is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall
38 include, but not be limited to:

- 39 1. Utilizing technology that filters, blocks, or otherwise prevents internet access (for both students
40 and adults) to material that is obscene or pornographic;³
41

- 1 2. Prohibiting and preventing a user from sending, receiving, viewing, or downloading materials
2 that are deemed to be harmful to minors;⁴
- 3
- 4 3. Maintaining and securing a usage log; and
- 5
- 6 4. Monitoring online activities of students.²

7 The Board shall provide reasonable public notice of and at least one (1) public hearing or meeting to
8 address and communicate its internet safety measures.²

9 A written parental consent shall be required prior to the student being granted access to electronic media
10 involving district technological resources. The required permission/agreement form, which shall specify
11 acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural
12 violations, must be signed by the parent/guardian of minor students (those under 18 years of age) and
13 also by the student. This document shall be executed each year and shall be valid only in the school year
14 in which it was signed unless parent(s)/guardian(s) provide written notice that consent is withdrawn. In
15 order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old)
16 must provide the Director of Schools with a written request.

17 Complaints alleging a violation of the internet safety measures shall be submitted to the Director of
18 Technology. All complaints shall be reviewed to determine how to appropriately respond.

19 **EMAIL**

20 Users with network access shall not utilize district resources to establish electronic mail accounts through
21 third-party providers or any other nonstandard electronic mail system. All data including email
22 communications stored or transmitted on school district computers shall be monitored.
23 Employees/students have no expectation of privacy with regard to such data. Email correspondence may
24 be a public record under the public records law and may be subject to public inspection.⁵

25 **INTERNET SAFETY INSTRUCTION⁶**

26 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing
27 computer resources. The Director of Schools shall provide adequate in-service instruction on internet
28 safety. Parent(s)/guardian(s) and students will be provided with material to raise awareness of the
29 dangers posed by the internet and ways in which the internet may be used safely.

30 **SOCIAL NETWORKING**

- 31 1. Students are prohibited from accessing social media platforms using district internet except when
32 expressly authorized by a teacher for educational purposes.⁷
- 33 2. District staff who have a presence on social networking websites are prohibited from posting
34 data, documents, photographs, or inappropriate information that is likely to create a material and
35 substantial disruption of classroom activity.
- 36 3. District staff are prohibited from accessing personal social networking sites on school computers
37 or during school hours except for legitimate instructional purposes.

- 1 4. The Board discourages district staff from socializing with students on social networking
2 websites. The same relationship, exchange, interaction, information, or behavior that would be
3 unacceptable in a non-technological medium is unacceptable when done through the use of
4 technology.

5 **VIOLATIONS**

- 6 Violations of this policy or a corresponding administrative procedure shall be handled in accordance
7 with the existing disciplinary procedures of the district.

8 **VENDOR CONTRACTS⁸**

- 9 Prior to entering into any contract for the provision of digital or online materials created or marketed
10 for kindergarten through grade twelve (K-12), the district shall obtain an assurance that the vendor
11 shall adhere to state law. This determination includes ensuring that the vendor filters, blocks, or
12 otherwise prevents access to pornography or obscenity and verifying that the technology prevents a
13 user from sending, receiving, viewing, or downloading materials that are harmful to minors.

Legal References

1. [TCA 39-14-602](#)
2. [47 USCA § 254 \(h\)\(5\)\(A\) – \(C\), 254\(l\); 47 CFR § 54.520\(c\)\(1\)\(i\); 20 USCA § 7131; Public Acts of 2025, Chapter No. 195](#)
3. [TCA 49-1-221\(a\)\(1\)\(C\)\(i\)](#)
4. [TCA 39-17-901; TCA 49-1-221\(a\)\(1\)\(C\)\(ii\)](#)
5. [TCA 10-7-512](#)
6. [TCA 49-1-221\(a\)\(1\)\(E\)](#)
7. [Public Acts of 2025, Chapter No. 195](#)
8. [TCA 49-1-221\(c\)](#)

Cross References

- Use of Email 1.805
- Use of Artificial Intelligence Programs 4.214
- School and System Websites 4.407
- Controversial Materials 4.801
- Student Publications 6.704

1

Warren County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Compensation Guides & Contracts	Descriptor Code: 5.110	Issued Date: 07/24/25
		Rescinds: 08/22/22	Issued: 08/22/22

2 The Director of Schools shall establish the salary rating of all personnel and shall recommend the salary
3 schedule to the Board for its approval.²

4 Salaries of all employees, including substitute and supplemental pay, shall be paid by the board. No
5 payment to any employee for service performed on behalf of the school system shall be made from any
6 source other than the Board.

7 Certified personnel shall make a written contract at a fixed salary per month before entering upon their
8 duties.²

9 Contracts for certified personnel shall provide the following:³

- 10 1. A minimum of one hundred and eighty (180) working days;
- 11
- 12 2. A minimum of five (5) days for in-service education;
- 13
- 14 3. Ten (10) vacation days; and
- 15
- 16 4. Five (5) days as designated by the Board (teachers shall use one (1) day for parent-teacher
17 conferences).

18 The school calendar adopted by the Board each year shall become part of all certified personnel contracts.

19 Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the
20 revenue is deposited with and salaries paid through the Board. This includes donations or contributions
21 from individual, civic, or other non-school related sources of funds from individual school activity funds,
22 such as gate receipts and concessions.^{1,4}

23 **ACCRUED LEAVE & BENEFICIARIES⁵**

24 A deceased teacher’s estate or designated beneficiary shall be paid the value of any unused
25 accumulated leave. Unless a teacher designates differently, the beneficiary shall be the same as the
26 beneficiary designed for receipt of retirement benefits with the Tennessee Consolidated Retirement
27 System.

28

29

Legal References

1. TCA 49-2-203(a)(1); TCA 49-5-408
2. TCA 49-5-402
3. TCA 49-6-3004
4. TCA 49-6-2006(a)
5. Public Acts of 2025, Chapter No. 433

Cross References

- School Calendar 1.800
- Revenues 2.400
- Payroll 2.802
- Application and Employment 5.106

Warren County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 07/24/25
		Rescinds: 05/19/25	Issued: 05/19/25

1 ELIGIBILITY

2 Anyone who has been employed for at least twelve (12) months by the school district and anyone who
3 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for
4 service for purposes of FMLA eligibility¹) during the previous twelve (12) month period shall be
5 eligible to use FMLA leave.²

6 GENERAL PRINCIPLES

7 An eligible employee shall be granted up to twelve (12) weeks unpaid leave during a fixed calendar
8 year for the following reasons:

- 9 1. The birth of a child;
- 10
- 11 2. The placement of a child with the employee for adoption or foster care;
- 12
- 13 3. A serious health condition of the employee that makes the employee unable to perform the
14 essential functions of his/her job position;
- 15
- 16 4. The care of a spouse, child, or parent of the employee who has a serious health condition; and
17
- 18 5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the
19 employee is on covered active duty or has been notified of an impending call or order to
20 covered active duty in the Armed Forces.

21 An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run
22 concurrently with and be counted toward the employee's total period of FMLA leave.

23 MATERNITY/PATERNITY LEAVE

- 24 1. *Relationship between FMLA leave and Tennessee Maternity Leave Act* – FMLA leave shall run
25 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible
26 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,
27 childbirth, and nursing of a newborn child.³
28
- 29 2. *Teachers' Leave* – In accordance with state law, any teacher who goes on maternity or paternity
30 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave
31 for maternity leave purposes. In order to be eligible to use sick leave, written request of the
32 teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be

1 submitted. Upon verification by a written statement from an adoption agency or other entity
2 handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a
3 child. If both adoptive parents are teachers employed by the district, however, only one (1)
4 parent is entitled to use such leave.⁴

5
6 3. Spouses who are both eligible employees of the school district are limited to a combined total
7 of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is
8 taken for the birth and care of a newborn child, for the placement of a child for adoption or
9 foster care, or to care for a parent who has a serious health condition. Under certain
10 circumstances, spouses who share leave for the birth or adoption of a child may be eligible for
11 limited amounts of additional leave for other qualifying FMLA reasons.⁵

12
13 4. *Paid Parental Leave* – Under state law, an additional six (6) work weeks of paid leave is
14 available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor
15 child.⁶ An eligible employee taking leave under this provision shall not be required to utilize
16 any other type of accrued leave during this period. Eligible employees include teachers,
17 principals, supervisors, or other individuals required by law to hold a valid license of
18 qualification for employment and who meet the following requirements:

- 19
20 a. Possess a valid license or an emergency credential issued by the Department of
21 Education per TCA 49-5-106, required for the position the employee holds;
22
23 b. Have been employed with the district full time for at least twelve (12) consecutive
24 months in a position for which the employee is required by law to hold the license or an
25 emergency credential referenced above at the time of the qualifying event; and
26
27 c. Have held a valid license or an emergency credential issued by the Department of
28 Education per TCA 49-5-106 for the entire twelve consecutive months of full-time
29 employment.
30

31 Employees shall provide notice to the school district thirty (30) days prior to the intended use
32 of the leave. If the employee learns about the need for leave less than thirty (30) days in
33 advance, the employee shall give notice as soon as reasonably possible in order to be eligible
34 for the paid leave. This paid leave shall be either: (1) taken consecutively, except in extenuating
35 circumstances, as determined by the Director of Schools; or (2) taken nonconsecutively, but in
36 increments of no less than one (1) week. The paid leave shall be used within twelve (12)
37 months of the qualifying event and shall run concurrently with FMLA leave.⁷

38 **LEAVE FOR A SERIOUS HEALTH CONDITION⁸**

39 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when
40 he/she is unable to work because of a serious health condition or to care for an immediate family
41 member with a serious health condition. Employees shall contact Human Resources to determine if the
42 reason for leave qualifies as FMLA leave. If the leave is foreseeable, the employee shall give thirty
43 (30) days' notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon
44 as practicable, generally, either the same or next business day.

1 LEAVE FOR MILITARY FAMILY MEMBERS

2 1. ***Qualifying Exigency Leave***⁹ - Eligible employees are entitled to up to twelve (12) workweeks
3 of leave because of any qualifying exigency arising out of the fact that the spouse, son,
4 daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been
5 notified of an impending call to active duty, or has been notified of an impended call to active
6 duty status in the Armed Forces. Qualifying exigencies may include:

- 7
- 8 a. Issues arising from the service member's short notice deployment;
- 9 b. Military events and related activities (e.g., official ceremonies, support programs);
- 10 c. Making or updating financial and legal arrangements;
- 11 d. Attending counseling;
- 12 e. Taking up to fifteen (15) days leave to spend time with a covered service member who
13 is on short-term rest and recuperation leave during deployment; or
- 14 f. Attending post-deployment activities.
- 15

16 2. ***Military Caregiver Leave***¹⁰ - An eligible employee who is the spouse, son, daughter, parent, or
17 next of kin of a covered service member or covered veteran with a serious injury or illness is
18 entitled to up to twenty-six (26) workweeks of leave in a single twelve (12) month period. A
19 covered service member is a current member of the Armed Forces, including a member of the
20 National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is
21 otherwise in out-patient status, or is otherwise on the temporary disability retired list for a
22 serious injury or illness.

23
24 A covered veteran is an individual who was a member of the Armed Forces at any time during
25 the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy
26 that has a serious injury or illness who is currently receiving medical treatment, recuperation, or
27 therapy.

28
29 The single twelve (12) month period for military caregiver leave begins on the first day the
30 employee takes leave for this reason and ends twelve (12) months later. An eligible employee is
31 limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered
32 service member. The maximum of twenty-six (26) workweeks may include no more than
33 twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for the
34 placement of a child for adoption or foster care, for care of a parent who has a serious health
35 condition, or for the employee's own serious health condition.

36 INTERMITTENT LEAVE¹¹

37 Eligible employees may take FMLA leave intermittently when medically necessary to care for a
38 seriously ill family member, because of the employee's own serious health condition, or for the care for
39 a newborn, a newly adopted child, or a newly placed foster care child. When an employee requests
40 foreseeable leave for planned medical treatment and the employee would be on leave for greater than
41 twenty percent (20%) of the total number of working days in the period during which the leave would
42 extend, the school district may require that such employee elect either to take the leave for periods of a
43 particular duration, not to exceed the duration of the planned medical treatment, or to transfer

1 temporarily to an available alternative position offered by the school district for which the employee is
2 qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

3 RESTRICTIONS

4 1. Notice Requirements

- 5
- 6 a. *Employee Notice*¹²- For foreseeable leave, the employee shall provide the Director of
7 Schools with at least thirty (30) days written notice before the beginning of the
8 anticipated leave.
- 9
- 10 b. *District Notice* - Once it has been established that the leave requested qualifies for
11 FMLA, the Director of Schools/designee shall notify the employee within three (3)
12 business days (absent extenuating circumstances) that any leave taken pursuant to state
13 leave statutes (paid vacation leave, personal leave, sick leave, or workers'
14 compensation) shall run concurrently with FMLA leave.¹³ The notice may be given
15 orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than
16 the following pay day.¹⁴

17 2. Certification Requirement¹⁵

- 18
- 19
- 20 a. The Director of Schools may require that a request for leave be supported by
21 certification issued by a health care provider with the following information:
- 22
- 23 i. The date on which the serious health condition commenced;
- 24 ii. The probable duration of the condition;
- 25 iii. The appropriate medical facts within the knowledge of the health care provider
26 regarding the condition; and
- 27 iv. A statement that the eligible employee is needed to care for the son, daughter,
28 spouse, or parent and an estimate of the amount of time that such employee is
29 needed.
- 30
- 31 b. If there is any reason to doubt the validity of the certification provided, the Director of
32 Schools may require, at the expense of the school district, an opinion of a second health
33 care provider.
- 34

35 3. Period Near the End of an Academic Term (Professional Employees)¹⁶

- 36
- 37 a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of
38 Schools may require the employee to continue taking leave until the end of the term if
39 the leave is at least three (3) weeks of duration and the return of employment would
40 occur during the three (3) week period before the end of the term.
- 41
- 42 b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools
43 may require the employee to continue taking leave until the end of the term if the leave
44 is greater than two (2) weeks duration and the return to employment would occur during
45 the two (2) week period before the end of the term.

1 **REQUIREMENTS OF THE BOARD**¹⁷

- 2 1. The employee shall be restored to the same position of employment or an equivalent position
3 with no loss of benefits, pay, or other terms of employment.
- 4 2. The employee shall be kept under any group health plan for the duration of the leave.
- 5 3. The Board may recover the premium paid under the following conditions:
6
7 a. The employee fails to return from leave after the period of leave has expired; and
8
9 b. The employee fails to return to work for a reason other than the continuation,
10 recurrence, or onset of a serious health condition or other circumstances beyond the
11 control of the employee.

Legal References

1. [Hinson v. Tecumseh Products Co., 2000 U.S. App. LEXIS 26778, at *1—10 \(6th Cir. Oct. 17, 2000\)](#)
2. [29 USCA § 2601, 2611—2619](#)
3. [TCA 49-5-702; TCA 4-21-408](#)
4. [TCA 49-5-710\(a\)\(2\); TCA 8-50-802\(a\)\(4\)](#)
5. [29 CFR § 825.120\(a\)\(3\)](#)
6. [Public Acts of 2025, Chapter No. 163](#)
7. [TCA 8-50-814; Public Acts of 2025, Chapter No. 235](#)
8. [29 CFR § 825.113](#)
9. [29 CFR § 825.126](#)
10. [29 CFR § 825.124; 29 CFR § 825.127](#)
11. [29 CFR § 825.202](#)
12. [29 CFR § 825.302-825.304](#)
13. [29 CFR § 825.207](#)
14. [OP Tenn. Atty Gen 94-006 \(Jan 13, 1994\); Plant v. Morton International, Inc., 212 F. 3d 929, 932 \(6th Cir. 2000\)](#)
15. [29 CFR § 825.305-825.313](#)
16. [29 CFR § 825.602](#)
17. [29 USCA § 2614](#)

Cross References

- Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Warren County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Discrimination / Harassment of Employees (Sexual, Racial, Ethnic, Religious)	Descriptor Code: 5.500	Issued Date: 07/24/25
		Rescinds: 08/23/21	Issued: 08/23/21

1 Employees shall be provided a work environment free from sexual, racial, ethnic, and religious
2 discrimination/harassment (including the definition of antisemitism found in policy 4.100). It shall be a
3 violation of this policy for any employee or any student to discriminate against or harass an employee
4 through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature.

5 Employee discrimination/harassment will not be tolerated.¹ Discrimination/harassment is defined as
6 conduct, advances, gestures, or words, either written or spoken, of a sexual, racial, ethnic, or religious
7 nature that:

- 8 1. Unreasonably interferes with the individual's work or performance;
- 9
- 10 2. Creates an intimidating, hostile, or offensive work environment;
- 11
- 12 3. Implies that submission to such conduct is made an explicit or implicit term of employment; or
- 13
- 14 4. Implies that submission to or rejection of such conduct will be used as a basis for an employment
15 decision affecting the harassed employee.

16 Alleged victims of sexual, racial, ethnic, and religious discrimination/harassment shall report these
17 incidents immediately.² This report shall be made to the immediate supervisor, except when the
18 immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report
19 may be made to the Federal Rights Coordinator or the Title IX and Legal Compliance Coordinator.
20 Allegations of discrimination/harassment shall be fully investigated. An oral complaint may be
21 submitted; however, such complaint shall be reduced to writing to ensure a more complete investigation.
22 The complaint shall include the following information:

- 23 1. Identity of the alleged victim and person accused;
- 24
- 25 2. Location, date, time, and circumstances surrounding the alleged incident;
- 26
- 27 3. Description of what happened;
- 28
- 29 4. Identity of witnesses; and
- 30
- 31 5. Any other evidence available.

32 The privacy and anonymity of all parties and witnesses to complaints will be respected. However,
33 because an individual's need for confidentiality shall be balanced with obligations to cooperate with

- 1 police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough
2 investigation, or to take necessary action to resolve a complaint, the identity of parties and witnesses
3 may be disclosed in appropriate circumstances to individuals with a need to know.
- 4 A substantiated charge against an employee shall result in disciplinary action, up to and including,
5 termination. A substantiated charge against a student may result in corrective or disciplinary action, up
6 to and including, suspension.
- 7 There will be no retaliation against any person who reports discrimination/harassment or participates in
8 an investigation. However, any employee who refuses to cooperate or gives false information during the
9 course of any investigation may be subject to disciplinary action. The willful filing of a false report will
10 itself be considered harassment and will be treated as such.
- 11 An employee disciplined for violation of this policy may appeal the decision by contacting the Director
12 of Human Resources or the Title IX and Legal Compliance Coordinator.

Legal References

1. [29 CFR §1604.11](#); [TCA 5-23-104](#); [Public Acts of 2025, Chapter No. 293](#)
2. [20 USCA § 1681](#)

Cross References

Equal Opportunity Employment 5.104
Complaints and Grievances 5.501
Title IX & Sexual Harassment 6.3041

Warren County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 07/24/25
		Rescinds: 07/14/22	Issued: 07/14/22

2 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies
3 until a licensed teacher is available.^{1,2} Substitute teachers may be employed and paid directly by the
4 Board or by a third-party employer through an agreement between such third-party employer and the
5 Board.

6 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit
7 eligibility conditions as substitute teachers employed directly by the Board.²

8 **APPLICATION/QUALIFICATIONS**

9 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

10 Applicants with revoked or suspended licenses or certificates according to the State Board of Education
11 shall not be hired.⁴

12 Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with
13 board policy, state laws, and State Board of Education rules and regulations.

14 A list of substitute teacher(s) will be prepared by the Human Resource Director or designee who will
15 maintain file(s) which may include transcripts, credentials, recommendations, and other pertinent
16 information.

17 **COMPENSATION**

18 If employed directly by the district, the compensation of substitute teachers shall be determined annually
19 by the Board.

20 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same
21 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired
22 after July 1, 2011 through July 1, 2016.⁵

23 **CERTIFICATION**

24 When substituting for a regular teacher who has been absent for thirty (30) consecutive days, a substitute
25 teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught or shall be
26 a retired teacher that held the appropriate endorsement.⁶

1 When substituting for a teacher without sick leave, the substitute shall be certified and paid according to
2 the state salary schedule.¹

3 **EMERGENCY NEEDS**

4 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.
5 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being
6 unable to arrive on time or remain for the full day.

7 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would
8 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
9 for both positions at the same time.

10 **TRAINING AND ORIENTATION**

11 The Director of Schools shall be responsible for ensuring that there are appropriate training and
12 development programs for substitute teachers that includes the annual school safety training required by
13 state law.⁷

14 **RESPONSIBILITIES**

15 Substitute teachers shall assume the same responsibilities as the regular teacher, including but not limited
16 to, bus duty and playground supervision.

17 **RE-EMPLOYMENT/TERMINATION**

18 On an annual basis, the Director of Schools, with input from the principals, shall determine which
19 substitute teachers performed at an acceptable level. Substitute teachers who performed below an
20 acceptable level shall not be re-employed.

21 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
22 the principal and/or third-party employer if they wish to terminate their service as substitutes.

23

Legal References

1. [TRR/MS 0520-01-02-.04\(5\)](#)
2. [TCA 49-5-709](#)
3. [TCA 49-5-413\(a\)\(2\)](#)
4. [TCA 49-2-203\(a\)\(14\)\(C\)](#)
5. [TCA 49-3-312\(b\)](#)
6. [TCA 49-3-312\(a\); TRR/MS 0520-01-02-.04\(5\)\(b\);
Public Acts of 2025, Chapter No. 235](#)
7. [TCA 49-2-203\(a\)\(14\)\(A\); TCA 49-6-805\(7\)](#)

Cross References

- Background Investigations 5.118
Employment of Retirees 5.119

24

Warren County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation	Descriptor Code: 6.304	Issued Date: 07/24/25
		Rescinds: 07/22/21	Issued: 07/22/21

2 In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve
3 high academic standards, acts of bullying, cyber-bullying, discrimination (including the definition of
4 antisemitism found in policy 4.100), harassment, intimidation, hazing, or any other victimization of
5 students, based on any actual or perceived traits or characteristics, are prohibited.¹

6 This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).² This
7 policy shall cover employees, employees' behaviors, students, and students' behaviors while on school
8 property, at any school-sponsored activity, on school-provided equipment or transportation, or at any
9 official school bus stop. If the act takes place off of school property or outside of a school-sponsored
10 activity, this policy is in effect if the conduct is directed specifically at a student and has the effect of
11 creating a hostile educational environment or otherwise creating a substantial disruption to the education
12 environment or learning process.

13 The principal/designee is responsible for educating and training respective staff and students as to the
14 definition and recognition of discrimination/harassment.³

15 The Director of Schools shall develop forms and procedures to ensure compliance with the
16 requirements of this policy and state law.

17 **DEFINITIONS⁴**

18 “Bullying/Intimidation/Harassment” is an act that substantially interferes with a student’s educational
19 benefits, opportunities, or performance, and the act has the effect of:

- 20 1. Physically harming a student or damaging a student’s property;
- 21
- 22 2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to
- 23 the student’s property;
- 24
- 25 3. Causing emotional distress to a student; or
- 26
- 27 4. Creating a hostile educational environment.

1 Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class
2 (race, nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and
3 creates a hostile environment.

4 “Cyber-bullying” is a form of bullying undertaken through the use of electronic devices. Electronic
5 devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication
6 devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake
7 profiles.

8 “Hazing” is an intentional or reckless act by a student or group of students that is directed against any
9 other student(s) that endangers the mental or physical health or safety of the student(s) or that induces
10 or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees
11 of the school district shall not encourage, permit, condone, or tolerate hazing activities.

12 Hazing does not include customary athletic events or similar contests or competitions and is limited to
13 those actions taken and situations created in connection with initiation into or affiliation with any
14 organization.⁵

15 **COMPLAINTS AND INVESTIGATIONS**

16 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
17 promptly report such information to the principal/designee.⁶

18 While reports may be made anonymously, an individual's need for confidentiality shall be balanced with
19 obligations to cooperate with police investigations or legal proceedings, to provide due process to the
20 accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint. The
21 identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a
22 need to know.

23 The principal/designee at each school shall be responsible for investigating and resolving complaints.
24 Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48)
25 hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the
26 principal/designee shall provide the Director of Schools with appropriate documentation detailing the
27 reasons why the investigation was not initiated within the required timeframe.⁷ The principal/designee
28 shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination,
29 harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information
30 on district counseling and support services. Students involved in an act of discrimination, harassment,
31 intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the
32 principal/designee when deemed necessary.⁸

33 The principal/designee is responsible for determining whether an alleged act constitutes a violation of
34 this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- 35 1. It places the student in reasonable fear or harm for the student’s person or property;
- 36
- 37 2. It has a substantially detrimental effect on the student’s physical or mental health;
- 38

1 3. It has the effect of substantially interfering with the student's academic performance; or

2
3 4. It has the effect of substantially interfering with the student's ability to participate in or benefit
4 from the services, activities, or privileges provided by a school.

5 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and
6 complete investigation of each alleged incident. All investigations shall be completed and appropriate
7 intervention taken within twenty (20) calendar days from the receipt of the initial report.⁷ If the
8 investigation is not complete or intervention has not taken place within twenty (20) calendar days, the
9 principal/designee shall provide the Director of Schools with appropriate documentation detailing the
10 reasons why the investigation has not been completed or the appropriate intervention has not taken
11 place.⁷ Within the parameters of the federal Family Educational Rights and Privacy Act,⁹ a written report
12 on the investigation will be delivered to all involved parties and the Director of Schools.

13 **RESPONSE AND PREVENTION**¹⁰

14 The principal/designee shall consider the nature and circumstances of the incident, the age of the
15 individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as
16 appropriate, to properly respond to each situation.

17 A substantiated charge against an employee shall result in disciplinary action up to and including
18 termination. The employee may appeal this decision by contacting the Title IX & Legal Compliance
19 Coordinator.

20 A substantiated charge against a student may result in corrective or disciplinary action up to and
21 including suspension. The student may appeal this decision in accordance with disciplinary policies and
22 procedures.

23 **REPORTS**

24 When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of
25 physical harm to a student or a student's property, the principal/designee of each middle school, junior
26 high school, or high school shall report the findings and any disciplinary actions taken to the Director of
27 Schools and the Chair of the Board.¹¹

28 By August 1st of each year, the Director of Schools/designee shall prepare a report of all of the bullying
29 cases brought to the attention of school officials during the prior academic year. The report shall also
30 indicate how the cases were resolved and/or the reasons they are still pending. This report shall be
31 submitted to the State Department of Education by August 1st.¹²

32 **RETALIATION AND FALSE ACCUSATIONS**

33 Retaliation against any person who reports or assists in any investigation of an act alleged in this policy
34 is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation
35 shall be determined by the principal/designee after consideration of the nature, severity, and
36 circumstances of the act.¹³

1 False accusations accusing another person of having committed an act prohibited under this policy are
 2 prohibited. The consequences and appropriate remedial action for a person found to have falsely
 3 accused another may range from positive behavioral interventions up to and including expulsion.¹⁴

4
 5

Legal References

Cross References

1. [TCA 49-6-4503\(a\), \(b\)\(3\); 20 USCA §§ 1681 to 1686; Public Acts of 2025, Chapter No. 293](#)
2. [TCA 49-6-4503\(b\)\(11\)](#)
3. [TCA 49-6-4503\(b\)\(12\)](#)
4. [TCA 49-6-4503\(b\)\(2\), \(13\)](#)
5. [TCA 49-2-120](#)
6. [TCA 49-6-4503\(b\)\(5\)](#)
7. [TCA 49-6-4503\(b\)\(6\)](#)
8. [TCA 49-6-4503\(b\)\(14\)](#)
9. [20 USCA § 1232g](#)
10. [TCA 49-6-4503\(b\)\(4\), \(7\)-\(8\)](#)
11. [TCA 49-6-4503\(d\)\(3\)](#)
12. [TCA 49-6-4503\(c\)\(2\)\(B\)](#)
13. [TCA 49-6-4503\(b\)\(9\)](#)
14. [TCA 49-6-4503\(b\)\(10\)](#)

- Section 504 and ADA Grievance Procedures 1.802
- Staff-Student Relations 5.610
- Student Goals 6.100
- Title IX & Sexual Harassment 6.3041
- Code of Conduct 6.300
- Student Concerns 6.305
- Reporting Child Abuse 6.409
- Emergency Contact Information 6.410
- Student Suicide Prevention 6.415

6