



Williamson County Board Policy Committee

October 5, 2020 6:00 PM

Support Services Building - Professional Development Room

1. Williamson County Schools is officially meeting electronically as it is necessary to protect public health, safety, and welfare in light of the coronavirus pursuant to Executive Orders # 16 and #60 signed by Governor Bill Lee and Waiver of Williamson County School Board Policy 1.400.

2. Agenda

3. Board Policies Second Reading

- a. 4.600 Report Cards and Grading Systems

4. Board Policies First Reading

- a. 5.500 Discrimination / Harassment of Employees
- b. 5.501 Complaints and Grievances
- c. 6.304.01 Student Discrimination, Harassment, Bullying, Cyber-Bullying and Intimidation

5. Policy for Discussion

- a. 1.800 School Calendar

Williamson County Board of Education

Monitoring:

Review: Annually, in
November

Descriptor Term:

Report Cards and Grading Systems

Descriptor Code:

4.600

Issued Date:

06/17/19

Rescinds:

4.600

Issued:

09/21/17

1 REPORT CARDS

2 The Superintendent shall develop an administrative procedure to establish a system of grading and
3 assessment for evaluating and reporting student progress in conjunction with Tennessee academic
4 standards for grades K-12.

5 The report cards shall indicate the information necessary to communicate effectively with the parents
6 concerning their child's academic progress, conduct and attendance.

7 When a student's academic performance or behavior noticeably or suddenly changes, the teacher shall
8 promptly inform the parents, maintain a record of the contact, and make an effort to have a conference
9 with the parent. Parents will receive interim progress reports or other notification whenever a
10 significant change in performance occurs or whenever a student is failing.

11 Report cards communicating student academic progress or status (grades) and attendance will be
12 provided to parents on a regular basis (9 weeks).

13 Teachers may use supplemental reports to communicate additional progress as appropriate.

14 K-1 STANDARDS-BASED GRADING SCALE

15 The student consistently demonstrates understanding and application of the standard.

16 The student is making progress toward the standard.

17 The student is not making progress toward the standard

18 GRADES 2- 12 NUMERICAL GRADING SCALE:

19	<u>Grade</u>	<u>Grade Range</u>
20	A	91 – 100
21	B	81 – 90
22	C	72 – 80
23	D	70 – 71
24	F	0 – 69
25	I	Incomplete (must be removed during the next grading period)
26	P/F	Credit by Examination

Numerical grades may be used for tests and other daily or weekly work that is readily quantifiable and shall be used on report cards. Only **LETTER GRADES** (A, B, C, etc.) will be used on high school transcripts. No plus (+) or minus (-) notations will be used on high school transcripts.

WEIGHTED GRADES: For Advanced Placement (A.P.) and International Baccalaureate (I.B.) courses, teachers will add five (5) percentage points to the first semester period grade. For the second semester, the student must sit for the exam in order to earn five (5) percentage points for the second semester. For Honors courses, including middle school courses taught at high school honors level, teachers will add three (3) percentage points to each semester period grade.

For courses that include an opportunity for industry certification, teachers will add four (4) percentage points for the first semester. For the second semester, students must sit for the appropriate exam in order to earn the four (4) additional percentage points.

For local and statewide dual credit courses, students will receive four (4) additional percentage points for each semester. For the second semester, students must sit for the appropriate exam in order to earn the four (4) additional percentage points.

I.B. Math Studies shall be treated as an Honors, not an A.P. / I.B. course for GPA and weighting purposes.

High School courses taken by middle school students will receive honors credit only if taught at the honors level.

Middle school students taking high school honors courses and courses taken during high school for college credit, online course, and other courses specifically designated as pass/fail in the high school course approved list will be recorded on the high school transcript as pass/fail (p/f) with no GPA value.

GPA CALCULATION FOR HIGH SCHOOL COURSES:

<u>Grade</u>	<u>Value</u>	<u>Regular</u>	<u>Honors</u>	<u>Statewide/Local Dual Credit/AP/IB</u>
A	91 – 100	4	4.5	5
B	81 – 90	3	3.5	4
C	72 – 80	2	2.5	3
D	70 – 71	1	1.5	2
F	0 – 69	0	0	0

This weighted grading scale shall be used for all official purposes including report cards, GPA, honor roll, etc., except the Lottery /Hope Scholarship described below.

TENNESSEE UNIFORM GRADING SCALE FOR LOTTERY/HOPE SCHOLARSHIP: State law requires that students applying for lottery scholarships and other state scholarship funds be evaluated utilizing the State's uniform grading scale, listed below:

1	A	93 -- 100
2	B	85 -- 92
3	C	75 -- 84
4	D	70 -- 74

COLLEGE ADMISSIONS: For purposes of communicating with college admissions offices and scholarship granting agencies, grade point averages (GPA) will be calculated.

HONORS RECOGNITION:

The weighted GPA will be calculated on all course work using the Williamson County Grading Scale. GPA will also be calculated using the Tennessee Uniform Grading Scale for Lottery/Hope Scholarship purposes. Both the Williamson County weighted GPA and the Tennessee Uniform GPA will appear on the transcript.

Williamson County Schools will not rank students numerically.

For the purposes of honors recognition WCS will use the following Latin System:

Summa Cum Laude	4.25 and above
Magna Cum Laude	4.00-4.24
Cum Laude	3.75-3.99

Valedictorian and Salutatorian will be chosen using the following criteria:

- Student must qualify for the highest Latin System honor awarded in the respective school.
- Student must sit for the AP exam for every course in which enrolled and must achieve a score of 3 or above on 75% of AP exams taken.
- Student will participate in at least 20 hours of community service during their four years of high school. ~~above and beyond any other community service required by other organizations. Students must provide documentation of the completed community service hours and documentation of the completed community service hours required by other organizations to their counselor.~~
- ~~In the event multiple students meet the aforementioned criteria, then the highest achieved ACT composite controls~~ Students must earn the highest overall ACT composite for their graduating class. The highest ACT is considered the valedictorian(s) and the second highest is considered the salutatorian(s).

Legal References

1. TCA 49-6-407

Cross References

- 4.212 Driver Education
- 4.604 Credit for Prior Courses
- 4.605 Graduation Requirements
- 4.6051 Credit Requirements for Graduation
- 6.709 Student Fees and Fines

Williamson County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Anti-Harassment	Descriptor Code: 5.500	Issued Date: 06/06/14
		Rescinds: 5.500	Issued: 01/22/01

AUTHORITY: Tennessee Human Rights Act; Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973.

PURPOSE: To establish a learning and working environment free from harassment.

APPLICATION: All students, employees, third party members of the Williamson County Board of Education, and consultants.

DEFINITIONS: Included within policy.

GENERAL STATEMENT OF POLICY

The Williamson County Board of Education is committed to safeguarding the rights of all students, employees and third parties within the school system, on school campuses, at school events, and on school buses to learn and work in an environment that is free from all forms of harassment and/or sexual harassment.¹

It is the policy of the Williamson County Board of Education to maintain a learning and working environment that is free from harassment of any type. The Board prohibits any form of sexual harassment or harassment based upon age, religion, disability, color, and/ or race/national origin or any other class protected by law. All persons are required to make a conscientious effort to fully consider and understand the nature and basis of a harassment or sexual harassment complaint.

It shall be a violation of this policy for any student, teacher, administrator or other school personnel of the Williamson County Schools to harass or sexually harass a student, teacher, administrator or other school personnel through conduct or communication of any form as defined by this policy. The school system will act to promptly investigate all complaints and to promptly and appropriately discipline any student or school personnel who is found to have violated this policy, and/or take other appropriate action reasonably calculated to end the harassment or sexual harassment.

For the purpose of this policy, school personnel includes school board members, employees of the Williamson County Schools, agents, volunteers, contractors, or persons subject to the supervision and control of the Williamson County Schools.

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, disability, national origin and race or any other class protected by law.

HARASSMENT DEFINED AND PROHIBITED

It is the policy of the Williamson County Board of Education not to discriminate on the basis of sex, race, national origin, color, creed, religion, age, marital status, disability or any other class protected by law in its educational programs, activities, or employment policies as required by the referenced federal and state statutes. Any student or school personnel shall be punished for infractions of this policy when: The harassing conduct is sufficiently severe, persistent or pervasive that it affects the ability of the student or school personnel to participate in or benefit from the educational program or activity or the work environment and/or creates an intimidating, threatening or abusive environment. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance.

Harassment may include but is not limited to:

1. Graffiti, notes, or cartoons containing discriminatory language;
2. Name calling, jokes, or rumors;
3. Negative stereotypes and hostile acts which are based upon a person's sex, race, national origin, color, creed, religion, age, marital status, disability or any other class protected by law;
4. Written or graphic material containing discriminatory comments or stereotypes that is posted or circulated and which is aimed at degrading individuals or members of protected classes;
5. Threatening or intimidating conduct directed at another because of the other's race, national origin, color, creed, religion, age, marital status, disability or any other class protected by law; and
6. A physical act of aggression or assault, or other acts of aggressive conduct, upon another because of, or in a manner reasonably related to, an individual's race, national origin, color, creed, religion, age, marital status, or disability or any other class protected by law.

SEXUAL HARASSMENT DEFINED AND PROHIBITED

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Any sexual harassment as defined when perpetrated on any student or employee will be treated as sexual harassment under this policy.

Sexual harassment may include but is not limited to:

1. Sexual advances;
2. Verbal harassment or abuse;
3. Subtle pressure for sexual activity;
4. Touching of a sexual nature, including inappropriate patting or pinching;
5. Intentional brushing against a student or employee's body;
6. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
7. Demanding sexual favors, especially when accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
8. Graffiti of a sexual nature;
9. Displaying or distributing sexually explicit drawings, pictures or other written materials, including making and playing sexually explicit audio/video tapes;
10. Sexual gestures, including touching oneself sexually or talking about one's sexual activities in front of others;
11. Sexual or "dirty" jokes; or
12. Spreading rumors about or rating other students as to sexual activity or performance.

REPORTING PROCEDURES

Any person who believes he or she has been the victim of harassment or sexual harassment as defined in this policy by a student or school personnel, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment shall report the alleged act(s) immediately to the appropriate school system official as designated by this policy. The Board encourages the reporting party or complainant to use the report form available from the Principal of each school or available from the school system office.

In Each School

The school Principal is the person responsible for receiving oral or written reports of harassment or sexual harassment at the school level. Upon receipt of a report, the Principal must notify the Coordinator of Student and Employee Relations (as appointed by the Superintendent of Schools) immediately. A

written report will be forwarded simultaneously to the Coordinator of Student and Employee Relations. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Coordinator of Student and Employee Relations. Failure to forward any harassment or sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the school Principal, the complaint shall be filed directly with the Coordinator of Student and Employee Relations.

System-wide

Prior to June 30 each year, the Superintendent of Schools will designate the system's Coordinator of Student and Employee Relations to receive reports or complaints of sexual harassment from any individual, employee or victim of harassment or sexual harassment and also from the school Principals as outlined above. This appointment will be made public at the next regular meeting of the Board of Education and will include the appointee's name, office phone number and office mailing address. If the complaint involves the Coordinator of Student and Employee Relations, the complaint shall be filed directly with the Superintendent of Schools. If the complaint involves the Superintendent of Schools or the Williamson County Board of Education, the complaint shall be made to the School Board Attorney.

Submission of a complaint or report of harassment or sexual harassment will not affect the reporting individual's future employment, grades or work assignment.

The school system will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school system's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

INVESTIGATION AND RECOMMENDATION

By Board authority the Coordinator of Student and Employee Relations, upon receipt of a report or complaint alleging harassment or sexual harassment, shall immediately authorize an investigation. This investigation shall be conducted by the school system officials and/or by a third party designated by the Superintendent of Schools. The party making the investigation shall provide a written report of the status of the investigation as soon as possible to the Superintendent of Schools and the Coordinator of Student and Employee Relations.

In determining whether alleged conduct constitutes harassment or sexual harassment, the surrounding circumstances, the nature of the sexual advances is sexual harassment is alleged, relationships between parties involved and the context in which the alleged incidents occurred shall be considered.

The investigation shall consist of, but not be limited to, personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the Superintendent of Schools shall take immediate steps to protect the complainant, students and employees pending completion of an investigation of alleged harassment or sexual harassment.

1 SCHOOL DISTRICT ACTION

2 Upon receipt of a recommendation that the complaint is valid, the Superintendent of Schools shall take
3 such action as appropriate based on the result of the investigation. The Superintendent of Schools or the
4 Coordinator of Student and Employee Relations shall report the result of the investigation of each
5 complaint filed under these procedures in writing to the complainant. The report shall document any
6 disciplinary action taken as a result of the complaint. The Superintendent of Schools or the Coordinator
7 of Student and Employee Relations shall take other steps as are necessary to prevent recurrence of the
8 harassment. The Superintendent of Schools or the Coordinator of Student and Employee Relations shall
9 keep the complainant informed of the status of complaints.

10 REPRISAL

11 The Superintendent of Schools shall discipline any individual who retaliates against any person who
12 reports alleged incidents of harassment or sexual harassment (as defined in this policy) or who retaliates
13 against any person who testifies, assists or participates in an investigation, proceeding or hearing relating
14 to a harassment or sexual harassment complaint. Retaliation includes, but is not limited to, any form of
15 intimidation, reprisal or harassment, which creates a hostile environment.

16 RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

17 These procedures do not deny the right of any individual to pursue other avenues of recourse that may
18 be available under state and/or federal law.

19 False accusations of harassment or sexual harassment (as defined in this policy) can have a serious
20 detrimental effect on innocent parties. Any person who knowingly and intentionally makes false
21 accusations for any reason which would be contrary to the spirit and intent of this policy shall be subject
22 to immediate and appropriate disciplinary action.

Legal References

1. 29 CFR §1604.11; 20 USCA § 1681

Cross References

Appeals To and Appearances Before the Board 1.404
Equal Opportunity Employment 5.104
Complaints and Grievances 5.501

Williamson 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:
		Rescinds:	Issued:

Employees shall be provided a work environment free from sexual, racial, ethnic, and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature.

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

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

Alleged victims of sexual, racial, ethnic, and religious discrimination/harassment shall report these incidents immediately.² This report shall be made to the immediate supervisor, except when the immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report may be made to the Assistant Superintendent of Human Resources. Allegations of discrimination/harassment shall be fully investigated. An oral complaint may be submitted; however, such complaint shall be reduced to writing to ensure a more complete investigation. The complaint shall include the following information:

1. Identity of the alleged victim and person accused;
2. Location, date, time, and circumstances surrounding the alleged incident;
3. Description of what happened;
4. Identity of witnesses; and
5. Any other evidence available.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, 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
12 Superintendent of Schools.

Legal References

1. 29 CFR §1604.11; TCA 5-23-104
2. 20 USCA § 1681

Cross References

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

Williamson County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Complaints and Grievances	Descriptor Code: 5.501	Issued Date:
		Rescinds:	Issued:

EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

Conflicts shall be resolved as quickly as possible and at the lowest supervisory level.

In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within the staff member's particular school, and relationships with other employees, the staff member concerned shall consult his/her supervisor. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision, up to and including, the Superintendent of Schools.

In instances where an individual staff member feels, for personal reasons, that they cannot discuss a problem with their immediate supervisor, the staff member may take the problem directly to the Superintendent of Schools. After review of the case, the Superintendent of Schools shall take action as he/she deems appropriate, and within a prompt, reasonable time, shall notify all parties concerned of his/her decision.

HARASSMENT/DISCRIMINATION GRIEVANCES

Employees shall notify the Assistant Superintendent of Human Resources or designee if they believe the Board, district employees, or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute, board policy, or the following:^{1,2,3}

1. Age Discrimination Employment Act;¹
2. Title II of the Americans with Disabilities Act;⁴
3. Title IX of the Education Amendments of 1972;⁵
4. Section 504 of the Rehabilitation Act of 1973;⁶ or
5. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.^{7,5}

The Assistant Superintendent of Human Resources or designee will endeavor to respond and resolve complaints without resorting to this grievance procedure, and if a complaint is filed, to address the complaint promptly and equitably. The right of an employee to prompt and equitable resolution of the complaint shall not be impaired by the employee's pursuit of other remedies. Use of this grievance

1 procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does
2 not extend any filing deadline related to the pursuit of other remedies.

3 *Filing a Complaint*

4 An employee who wishes to avail himself/herself to this grievance procedure may do so by filing a
5 complaint with the Assistant Superintendent of Human Resources or designee. The employee may
6 request a complaint manager of the same sex. The complaint manager may assist the employee in filing
7 a grievance.

8 *Investigation*

9 The Assistant Superintendent of Human Resources will investigate the complaint or appoint a qualified
10 person to undertake the investigation on his/her behalf. The complaint and identity of the complainant
11 will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the
12 complaint; or (3) as authorized by the complainant. If a complaint contains allegations involving the
13 Superintendent of Schools, then the attorney for WCS will investigate the complaint.

Legal References

1. Age Discrimination Employment Act, 29 USCA § 621 *et seq.*
2. Equal Pay Act, 29 USCA § 206(d)
3. Immigration Reform and Control Act, 8 USCA § 1324 *et seq.*
4. Americans with Disabilities Act, 42 USCA § 12101 *et seq.*
5. Title IX of the Education Amendments, 20 USCA § 1681 *et seq.*
6. Section 504 of the Rehabilitation Act, 29 USCA § 701 *et seq.*
7. Title VII of Civil Rights Act, 42 USCA § 2000e *et seq.*

Cross References

Section 504 and ADA Grievance Procedures 1.802
Equal Opportunity Employment 5.104
Discrimination/Harassment of Employees 5.500
Title IX & Sexual Harassment 6.3041

Williamson County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Bullying	Descriptor Code: 6.3032	Issued Date: 11/18/19
		Rescinds: 6.3032	Issued: 10/17/16

Bullying and bullying-related behaviors (e.g. cyber-bullying, intimidation, hazing, harassment, etc.) are unacceptable behaviors, are strictly prohibited, and will not be tolerated.¹ Students found to be acting in violation of this policy shall be subject to discipline, up to and including suspension or expulsion.

Principals shall be responsible for publicizing this policy, including notice to students and employees that this policy applies to behavior at all school-sponsored activities. All WCS employees shall be responsible for implementation of this policy.

Each school shall implement a bullying awareness program.

DEFINITIONS

Bullying: Bullying is defined by Tennessee law as any act that substantially interferes with a student's educational benefits, opportunities or performance, and has the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing the student or students in reasonable fear of physical harm to the student or damage to the student's property;
3. Causing emotional distress to a student or students; or 4) Creating a hostile educational environment.

Hazing: Hazing is defined by Tennessee law as any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation, or as a condition of attaining membership in, or affiliation with, any school-sponsored activity or grade level attainment.²

EXAMPLES

Examples of acts which may be considered bullying include, but are not limited to:

1. Overt, repeated acts or gestures made with the intent to harass, ridicule, humiliate, or harm;
2. Physical or psychological intimidation;
3. Stated or implied threats;
4. Use of any language, written or unwritten, hand gestures or other forms of expression aimed at defining a student in a sexual manner or impugning the character of a student based on

allegations of sexual promiscuity;

5. Assault of a student, whether physical, verbal, psychological, or emotional;

6. Attacks on personal property; and

7. Communication of any of the above, or an intent to undertake any of the above, whether made in person or by electronic device.

Examples of acts which may be considered hazing include, but are not limited to:

1. Forced consumption of any drink, alcoholic beverage, drug or controlled substance;

2. Forced exposure to the elements;

3. Forced prolonged exclusion from social contact;

4. Sleep deprivation;

5. Forced requirement or encouragement of the wearing or carrying of any obscene or physically burdensome article;

6. Assignment of pranks to be performed;

7. Other such activities intended to degrade, embarrass and ridicule, humiliate; and

8. Any other forced activity that could adversely affect the mental or physical health or safety of a student, or staff member.

Acts may be found to be in violation of this policy whether they are committed in person, in writing, through an agent or intermediary, or communicated or undertaken through electronic means.

REPORTING AND INVESTIGATION PROCEDURE

Each school shall have a reporting procedure which is easily accessed and readily understandable. A bullying offense may be reported by any person.³ Anonymous reports may be made; however, disciplinary action may not be taken solely on the basis of an anonymous report.

Reports shall be made to the Principal, an Assistant Principal or a teacher. All reports shall be promptly forwarded to either the Principal or an Assistant Principal.⁴

Either the Principal or an Assistant Principal shall, within forty-eight (48) hours of receiving the report, investigate and evaluate the merits of the report.

Following the investigation, but no later than twenty (20) calendar days from the date of the report, the Principal or Assistant Principal shall:

1. Initiate any interventions that are appropriate, and

2. Make available to the students involved counseling and any other support services deemed appropriate.

The Principal or Assistant Principal shall also notify the parents of the students involved, and shall inform the parents that counseling and any other support services are available.

PROHIBITION AGAINST FALSE CLAIMS

Students and employees are prohibited from intentionally submitting a statement they know to be false or intentionally falsely accusing another of bullying or bullying-related behavior. Any student or employee violating this prohibition shall be disciplined.

PROHIBITION AGAINST RETALIATION

Retaliation against a victim, witness, or person with reliable information for reporting a bullying offense or for providing information in any manner is strictly prohibited. Any student or employee violating this prohibition shall be disciplined.

Legal References

1. TCA 49-6-4503
2. TCA 49-2-120
3. 20 USCA §§ 1681 to 1686
4. TCA 49-6-4503(c)(2)(B)

Cross References

Appeals to and Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802
Staff-Student Relations 5.610
Student Goals 6.100
Complaints and Grievances 6.305
Child Abuse and Neglect 6.409
Student Suicide Prevention 6.415

Williamson County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Anti-Harassment	Descriptor Code: 6.304	Issued Date: 11/18/19
		Rescinds: 6.304	Issued: 03/19/18

AUTHORITY: Tennessee Human Rights Act; Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973

PURPOSE: To establish a learning and working environment free from harassment.

APPLICATION: All students, employees, third party members of the Williamson County Board of Education, and consultants.

DEFINITIONS: Included within policy.

I. GENERAL STATEMENT OF POLICY

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II. HARASSMENT DEFINED AND PROHIBITED

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1. The harassing conduct is sufficiently severe, persistent or pervasive that it affects the ability of the student or school personnel to participate in or benefit from the educational program or activity or the work environment and/or creates an intimidating, threatening or abusive environment.
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance.

III. SEXUAL HARASSMENT DEFINED AND PROHIBITED

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication, including electronic messages and photos, or social media postings of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined when perpetrated on any student or employee will be treated as sexual harassment under this policy.

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3. Subtle pressure for sexual activity;
4. Touching of a sexual nature, including inappropriate patting or pinching;
5. Intentional brushing against a student or employee's body;
6. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;

7. Demanding sexual favors, especially when accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
8. Graffiti of a sexual nature;
9. Displaying or distributing sexually explicit drawings, pictures or other written materials, including making and playing sexually explicit audio/video tapes;
10. Sexual gestures, including touching oneself sexually or talking about one's sexual activities in front of others;
11. Sexual or "dirty" jokes; or
12. Spreading rumors about or rating other students as to sexual activity or performance;
13. Written or electronic communication of a sexual nature that is unwanted and unwelcome; or
14. Circulating, displaying or creating emails, text messages, social media postings, or websites of a sexual nature.

IV. REPORTING PROCEDURES

Any person who believes he or she has been the victim of harassment or sexual harassment as defined in section II and III of this policy by a student or school personnel, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment shall report the alleged act(s) immediately to the appropriate school system official as designated by this policy. The Board encourages the reporting party or complainant to use the report form available from the Principal of each school or available from the school system office. If a student reports sexual harassment to a teacher, the teacher must report the incident to the Principal as soon as reasonably practicable, but no later than the close of the school day in which the report is received. In cases subject to reporting under TCA 49-6-1601, the Principal must report the incident to the victim's parents within 24 hours of receiving notice unless otherwise instructed by the Department of Children's Services or law enforcement. In cases not subject to reporting under TCA 49-6-1601, the Principal must report the incident to the victim's parents by no later than the school day following the day of the report.

In Each School – The school Principal is the person responsible for receiving oral or written reports of harassment or sexual harassment at the school level. Upon receipt of a report, the Principal must notify the Coordinator of Student and Employee Relations (as appointed by the Superintendent of Schools) immediately.

If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Coordinator of Student and Employee Relations. Failure to forward any harassment or sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the school Principal, the complaint shall be filed directly with the Coordinator of Student and Employee Relations.

System-wide – Prior to June 30 each year, the Superintendent of Schools will designate the system’s Coordinator of Student and Employee Relations to receive reports or complaints of sexual harassment from any individual, employee or victim of harassment or sexual harassment and also from the school Principals as outlined above. This appointment will be made public at the next regular meeting of the Board of Education and will include the appointee’s name, office phone number and office mailing address. If the complaint involves the Coordinator of Student and Employee Relations, the complaint shall be filed directly with the Superintendent of Schools. If the complaint involves the Superintendent of Schools or the Williamson County Board of Education, the complaint shall be made to the School Board Attorney.

Submission of a complaint or report of harassment or sexual harassment will not affect the reporting individual’s future employment, grades or work assignment.

The school system will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school system’s legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

V. INVESTIGATION AND RECOMMENDATION

By Board authority the Title IX Coordinator or the Coordinator of Student and Employee Relations, upon receipt of a report or complaint alleging harassment or sexual harassment, shall immediately authorize an internal investigation. This internal investigation shall be conducted by school officials, such as the principal or assistant principal at the school where the harassment is alleged to have occurred. The Title IX Coordinator or Superintendent of Schools may also designate or appoint a neutral third party to conduct the internal investigation. All investigators designated or appointed to conduct an internal investigation must receive training or have specific experience on how to conduct a sexual harassment investigation that complies with this policy and Title IX.

School officials shall move forward expeditiously with the internal investigation. Notwithstanding the foregoing, the internal investigation may be deferred at the direction of law enforcement or DCS if the reported incident is the subject of a DCS or criminal investigation. The temporary suspension of the internal investigation shall be for the minimum amount of time deemed necessary or until law enforcement or DCS advise school investigators that the internal investigation may move forward.

The investigators shall provide a written report of the status of the investigation as soon as possible, but no later than 14 days from the beginning of the investigation, to the Title IX Coordinator, the Coordinator of Student and Employee Relations, and the Superintendent of Schools or designee. The Title IX Coordinator or the Coordinator of Student and Employee Relations shall remain informed throughout the school investigation process and shall provide input to school investigators regarding the conduct of the investigation on an ongoing basis as appropriate to ensure compliance.

In determining whether alleged conduct constitutes harassment or sexual harassment, the surrounding circumstances, the nature of the sexual advances if sexual harassment is alleged, relationships between parties involved and the context in which the alleged incidents occurred shall be considered.

The investigators conducting the investigation shall objectively gather facts and evidence to maintain a neutral, impartial, and unbiased assessment. The investigation shall consist of, but not be limited to,

personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. Both the complainant and the alleged harasser shall have opportunity to identify individuals with knowledge of relevant circumstances and submit evidence during the course of the investigation that supports their claims or defenses. The investigation shall also consist of any other methods and documents deemed pertinent by the investigator.

In addition, school investigators are authorized to take immediate steps to protect the complainant, students and employees pending completion of an investigation of alleged harassment or sexual harassment. For example, as appropriate to the situation, school officials may take steps to separate the complainant and the alleged harasser by adjusting class schedules, lunch schedules and extracurricular activities, increasing security for the victim, limiting contact between the complainant and the alleged harasser during the pendency of the investigation, providing counseling resources available through the school or the school district, or taking other such proactive action as necessary to ensure protection of the complainant and the alleged harasser pending completion of the investigation and thereafter.

Generally, an investigation will be completed within sixty days of commencement (or within sixty days of authorization by law enforcement/DCS as outlined above). Should the investigation period exceed sixty days, written notification to the complainant and the alleged harasser of the reason for the delay shall be provided.

The Superintendent of Schools, Title IX Coordinator, or the Coordinator of Student and Employee Relations shall keep the complainant and the alleged harasser informed of the status of investigation process.

VI. SCHOOL DISTRICT ACTION

Immediately following the internal school investigation, the school investigators shall prepare a written report that sets forth its findings and recommendations. The written report will be forwarded to the Title IX Coordinator. A final determination regarding whether the complaint is substantiated, and what action shall be taken, shall be made at the school level by the School Principal or Assistant Principal, and if other than the school level, shall be made by the Superintendent of Schools or his designee.

The final determination shall be made based upon a preponderance of the evidence standard of proof (i.e., it is more likely than not that sexual harassment occurred). The Superintendent of Schools or his/her designee shall take such action as appropriate based on the result of the investigation.

The Superintendent of Schools, the Coordinator of Student and Employee Relations or the School Administration, as appropriate, shall promptly provide a written report regarding the result of the investigation of each complaint filed under these procedures in writing to the complainant and the alleged harasser. The report shall document any disciplinary action taken as a result of the complaint.

The Superintendent of Schools or the Coordinator of Student and Employee Relations shall require school officials to take other immediate steps as are necessary to prevent recurrence of the harassment.

Any complainant or accused harasser who is dissatisfied with the conclusions drawn as a result of the investigation may appeal the matter by following the grievance procedures outlined in Board of Education Policy 6.305.

VII. REPRISAL

The Superintendent of Schools shall discipline any individual who retaliates against any person who reports alleged incidents of harassment or sexual harassment (as defined in section II and III of this policy) or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a harassment or sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment, which creates a hostile environment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse that may be available under state and/or federal law. False accusations of harassment or sexual harassment (as defined in section II and III of this policy) can have a serious detrimental effect on innocent parties. Any person who knowingly and intentionally makes false accusations for any reason which would be contrary to the spirit and intent of this policy shall be subject to immediate and appropriate disciplinary action.

IX. SEXUAL HARASSMENT AS SEXUAL ABUSE

Under certain circumstances, sexual harassment may constitute sexual abuse as defined under Tennessee Law. In such situations, the school system shall comply with Tennessee Law regarding the reporting of suspected abuse to appropriate authorities.

X. DISCIPLINE

Any action taken pursuant to this policy will be consistent with requirements of federal law, Tennessee statutes, and school system policies. The Superintendent of Schools will take such disciplinary action deemed necessary and appropriate.

XI. POLICY DISTRIBUTION

A copy of the foregoing policy and reporting procedure shall be published in the Board's Policy Manual, shall be included in each student handbook published by the school system, and shall be posted in a conspicuous place in each school building. Postings of the policy shall include the name(s) of the person(s) to whom reports should be directed.

Staff Development and student education will be provided by the school system.

Cross References

Anti-Harassment 5.500
Complaints and Grievances 6.305

Williamson 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:

Rescinds:

Issued:

In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve high academic standards, acts of bullying, cyber-bullying, discrimination, harassment, intimidation, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹

This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).² This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off of school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.³

The principal/designee is responsible for educating and training respective staff and students as to the definition and recognition of discrimination/harassment.⁴

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

DEFINITIONS⁵

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

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Causing emotional distress to a student; or
4. Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment. Such conduct may include, but is not limited to, physical acts, gestures, graphics, or words, written or spoken.

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

“Hazing” is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.⁶

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

COMPLAINTS AND INVESTIGATIONS

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall promptly report such information to the principal/designee.⁷ For purposes of receiving a report under this policy, the principal/designee shall make his/her contact information (name, address, phone number, and email) available to students and parent(s)/guardian(s) at the beginning of each school year. Nothing in this policy shall prohibit a student from pursuing a concurrent criminal complaint for harassing conduct that could also constitute a criminal offense.

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

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the principal/designee shall provide the Superintendent of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁸ The principal/designee shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.⁹

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

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

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

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

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

RESPONSE AND PREVENTION¹¹

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

A substantiated charge against an employee shall result in disciplinary action up to and including termination. The employee may appeal this decision by contacting the Superintendent of Schools.

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

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school or high school shall report the findings and any disciplinary actions taken to the Superintendent of Schools and the Chair of the Board.¹²

By July 1st of each year, the Superintendent of Schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the Board at its regular July meeting, and it shall be submitted to the State Department of Education by August 1st.¹³

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged under this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the principal/designee after consideration of the nature, severity, and circumstances of the act.¹⁴

- 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 accused
3 another may range from positive behavioral interventions up to and including expulsion.¹⁵

Legal References

1. TCA 49-6-4503(a), (b)(1), (b)(3)
2. TCA 49-6-4503(b)(11)
3. TCA 49-6-4502(a)(3)(B)
4. TCA 49-6-4503(b)(12)
5. TCA 49-6-4503(b)(2)
6. TCA 49-2-120
7. TCA 49-6-4503(b)(5)
8. TCA 49-6-4503(b)(6)
9. TCA 49-6-4503(b)(14)
10. 20 USCA § 1232g
11. TCA 49-6-4503(b)(4), (7)-(8)
12. TCA 49-6-4503(d)(3)
13. TCA 49-6-4503(c)(2)(B)
14. TCA 49-6-4503(b)(9)
15. TCA 49-6-4503(b)(10)
16. 20 USCA §§ 1681 to 1686

Cross References

Appeals to and Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802
Title IX & Sexual Harassment 6.3041
Student Complaints and Grievances 6.305
Child Abuse and Neglect 6.409

Williamson County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date: 11/26/18
		Rescinds: 1.800	Issued: 08/15/16

At the September Board meeting, the Board may approve parameters for the calendar committee of each year. The committee shall be responsible for obtaining feedback and suggestions regarding the school calendar from employees, student, parents and school-related organizations.

No later than the end of the school year, the Board will adopt, upon the recommendation of the Superintendent, an official school calendar for the succeeding school year. The calendar will identify holidays, vacation days, summer sessions, and other extensions of the school year. The Superintendent may, upon any necessary approval from the Commissioner of Education, revise the calendar due to inclement weather or other factors which may interrupt the implementation of the calendar.

The regular school year shall be 200 days¹ and scheduled as follows:

- A minimum of 180 student attendance days;
- A minimum of five (5) days in-service education for all certificated personnel;
- One (1) day for parent-teacher conferences; and
- Four (4) discretionary days.

The calendar shall be distributed to the school staff at the opening of the school term.

At its discretion, the Board may adopt calendars for more than one school year at any time.

STUDENT ATTENDANCE DAYS

When schools are closed due to emergencies or unforeseen circumstances such as epidemics or inclement weather, the time lost shall be made up to the required minimum unless otherwise approved by the State Department of Education.¹

IN-SERVICE EDUCATION

Each day of in-service education included in the school calendar shall be equivalent to not less than six (6) hours of planned activities.²

DISCRETIONARY DAYS

Four (4) discretionary days shall be included in the calendar and may be designated by the Board as student attendance days, in-service days, or administrative days which may be used by administrators, faculty, and staff for preparation for commencement of classes, record keeping, grading examinations, parent-teacher conferences, and other classroom functions.¹

Legal References

1. TCA 49-6-3004(a)(1)-(6)
2. State Board of Education, *Guidelines for Planning Approvable In-Service Education Activities*

Cross References

Board Member Development Opportunities 1.204
Reporting Student Progress 4.601
Compensation Guides and Contracts 5.110
In-Service and Professional Learning Opportunities 5.113
Attendance 6.200