



Williamson County School Board Meeting

November 16, 2020 6:30 PM

Electronically pursuant to Executive Orders #16 and #78 signed by Governor Bill Lee

1. Call to Order

- a. As it is necessary to protect public health, safety, and welfare, Williamson County Schools is officially meeting electronically in light of the coronavirus pursuant to **Executive Orders # 16 and #65** signed by Governor Bill Lee and Waiver of Williamson County School Board Policy 1.400.
- b. Record Attendance
- c. Pledge of Allegiance

2. Items of Particular Public Interest (Public Comment)

3. Approval of Agenda

4. Approval of Consent Agenda

- a. Approval October 19, 2020 School Board Meeting Minutes
- b. Board Policies - Second Reading
 - I. 5.500 Discrimination / Harassment of Employees
 - II. 5.501 Complaints and Grievances
 - III. 6.304.01 Student Discrimination, Harassment, Bullying, Cyber-Bullying, and Intimidation
- c. LEA Compliance Report (Annual Agenda)

5. Communications to the Board

- a. Superintendent's Report
- b. District Update
 - I. Student Spotlight
- c. Board Chairman's Report

6. New Business

a. 2020-2021 School Board Budget

I. General Purpose School Fund Amendment 11.20 Disproportionality -
\$1,098,273.00

II. General Purpose School Fund Amendment 11.20 DG Fund -
\$4,115.00

III. Education Capital Projects Fund Intra-Category Adjustment 11.20.IHS
- \$250,000.00

IV. General Purpose School Fund Resolution 01.21 GPS Transfer to
Cafeteria - \$2,000,000.00

V. General Purpose School Fund Resolution 01.21 Inter-category
Coordinated School Health - \$20,000.00

b. 2021-2022 School Calendar

c. Substitute Teacher Pay 2020-2021

d. Approval of Board Norms - Board Policy 1.107 (Annual Agenda)

e. Approval of Code of Ethics - Board Policy 1.106 (Annual Agenda)

f. Five Year Capital Plan - 2020-2025 (Annual Agenda)

g. Policy Exception - Board Policy 4.211, Work-Based Learning Program

h. 2020-2021 Dismissal Hearing Officer List

7. Adjournment



Williamson County School Board Meeting

October 19, 2020 6:30 PM

Student Support Services Building - Professional Development Room

Attendance Taken at 6:32 PM.

Mrs. Jennifer Aprea:	Present
Mr. Dan Cash:	Present
Ms. Sheila Cleveland:	Present
Mrs. Angela Durham:	Present
Mrs. Candace Emerson:	Absent
Mr. Brad Fiscus:	Present
Mr. Jay Galbreath:	Present
Mrs. Nancy Garrett:	Present
Mr. KC Haugh:	Present
Mr. Eliot Mitchell:	Present
Mr. Eric Welch:	Present
Mr. Rick Wimberly:	Present

Present: 11, Absent: 1.

1. Call to Order

- The Williamson County School Board is meeting in person at 1761 West Main Street, Franklin TN but has limited capacity. As a result, 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.
- Record Attendance
- Pledge of Allegiance

Chairman Garrett asked Sheriff Deputies Eddie Coutras and Randy Purcell to led the Pledge of Allegiance and then the School Board observed a moment of silence.

2. Items of Particular Public Interest (Public Comment)

Ana-Laura Morales, Ravenwood High Student spoke about the Diversify Our Narrative campaign.
Chris Inkum, Brentwood High Student spoke about the Diversify Our Narrative campaign.
Molly Volker, Franklin High Student spoke about the Diversify Our Narrative campaign.
Kirsten Rodriguez spoke about the Diversify Our Narrative campaign.
David Huddleston, 1218 Know Valley, Brentwood spoke about a book on racism.

3. Approval of Agenda

Chairman Garrett presented the agenda for approval.

Motion Passed: Motion by Mr. Eric Welch to approve the agenda. A second was made by Mr. Eliot Mitchell.

Mrs. Candace Emerson:	Absent
Mr. Rick Wimberly:	Yes
Mr. KC Haugh:	Yes
Mr. Eric Welch:	Yes
Mrs. Nancy Garrett:	Yes

Mrs. Angela Durham: Yes
Mr. Dan Cash: Yes
Mr. Eliot Mitchell: Yes
Mr. Brad Fiscus: Yes
Mrs. Jennifer Aprea: Yes

Mr. Jay Galbreath: Yes
Ms. Sheila Cleveland: Yes

Yes: 11, Nay: 0, Absent: 1

4. Approval of Consent Agenda

Chairman Garrett presented the Consent Agenda for approval.

Motion Passed: Motion by Mr. Eric Welch to approve the consent agenda. A second was made by Mr. Brad Fiscus.

Mrs. Candace Emerson: Absent
Mr. Eric Welch: Yes
Mrs. Nancy Garrett: Yes

Mrs. Angela Durham: Yes
Mr. Dan Cash: Yes
Mr. Eliot Mitchell: Yes
Mr. Brad Fiscus: Yes
Mrs. Jennifer Aprea: Yes

Mr. Jay Galbreath: Yes
Ms. Sheila Cleveland: Yes
Mr. Rick Wimberly: Yes
Mr. KC Haugh: Yes

Yes: 11, Nay: 0, Absent: 1

a. Approval of September 21, 2020 School Board Meeting Minutes

b. Board Policies - Second Reading

I. 4.600 Report Cards and Grading Systems

c. 2021-2022 Budget Timeline (Annual Agenda)

d. Donation of Computers from Williamson County

e. Physician Supported Request for a student to be exempt from Compulsory Attendance

f. Music City Assembly of God Church Lease at Mill Creek Middle School

g. Town of Nolensville Sidewalk Easement Request at Nolensville Elementary School

5. Communications to the Board

a. Superintendent's Report

Superintendent Golden thanked the School Board for their work. He also thanked the public who spoke during public comment. He stated that he was so impressed with the WCS students who spoke and the leadership he sees in our young people.

Mr. Golden reviewed the Williamson County Health Department's quarantine process.

b. District Update

I. School Spotlight

Superintendent Golden presented Lipscomb Elementary as the thirteenth Williamson County School to achieve Blue Ribbon status. Principal Michelle Contich thanked the School Board and Superintendent Golden for their support and her team for their hard work and dedication to achieve this award.

c. Board Chairman's Report

Chairman Garrett reminded the School Board about the Board Retreat on Saturday, October 24.

6. New Business

a. 2020-2021 School Board Budget (10 min)

I. General Purpose School Fund Amendment 10.20 Safe Schools Grant

Chairman Garrett called on Superintendent Golden who recommended approval of the General Purpose School Fund Amendment for the Safe Schools Grant in the amount of \$ 542,520.00. This grant will be used for safety enhancements to all schools.

Motion Passed: Motion by Mr. Eric Welch to approve. A second was made by Ms. Sheila Cleveland.

Mrs.
Candace Absent
Emerson:
Mrs. Nancy Yes
Garrett:
Mrs. Angela Yes
Durham:
Mr. Dan Yes
Cash:
Mr. Eliot Yes
Mitchell:
Mr. Brad Yes
Fiscus:
Mrs.
Jennifer Yes
Aprea:
Mr. Jay Yes
Galbreath:
Ms. Sheila Yes
Cleveland:
Mr. Rick Yes
Wimberly:
Mr. KC Yes
Haugh:
Mr. Eric Yes
Welch:

Yes: 11, Nay: 0, Absent: 1

II. General Purpose School Fund Amendment 10.20 Donation Robotics

Chairman Garrett called on Superintendent Golden who recommended approval of the General Purpose School Fund Amendment for the Robotics donation in the amount of \$2500.00. This is for the STEM program.

Motion Passed: Motion by Mr. Eliot Mitchell to approve. A second was made by Mrs. Jennifer Aprea.

Mrs.
Candace Absent
Emerson:
Mrs. Angela Yes
Durham:
Mr. Dan Yes
Cash:
Mr. Eliot Yes
Mitchell:
Mr. Brad Yes
Fiscus:
Mrs.
Jennifer Yes
Aprea:
Mr. Jay Yes
Galbreath:
Ms. Sheila Yes

Cleveland:
Mr. Rick Yes
Wimberly:
Mr. KC Yes
Haugh:
Mr. Eric Yes
Welch:
Mrs. Nancy Yes
Garrett:

Yes: 11, Nay: 0, Absent: 1

III. Education Capital Projects Fund 10.20 Intra-category Trinity Walking Path

Chairman Garrett called on Superintendent Golden who recommended approval of the Education Capital Project Intra-category Trinity Walking Path in the amount of \$106,150.00.

Motion Passed: Motion by Mr. Brad Fiscus to approve. A second was made by Mrs. Jennifer Aprea.

Mrs.
Candace Absent
Emerson:
Mr. Dan Yes
Cash:
Mr. Eliot Yes
Mitchell:
Mr. Brad Yes
Fiscus:
Mrs.
Jennifer Yes
Aprea:
Mr. Jay Yes
Galbreath:
Ms. Sheila Yes
Cleveland:
Mr. Rick Yes
Wimberly:
Mr. KC Yes
Haugh:
Mr. Eric Yes
Welch:
Mrs. Nancy Yes
Garrett:
Mrs. Angela Yes
Durham:

Yes: 11, Nay: 0, Absent: 1

b. Request for (Flex) Asynchronous Learning Fridays

Chairman Garrett called on Superintendent Golden who recommended approval for the (Flex) Asynchronous Learning Fridays.

Motion Passed: Motion by Mr. Eric Welch Request to approve (Flex) Asynchronous Learning Fridays as presented by Superintendent Golden.. A second was made by Mr. Brad Fiscus.

Mrs. Candace Absent
Emerson:
Mr. Rick Yes
Wimberly:
Mr. KC Haugh: Yes
Mr. Eric Welch: Yes

Mrs. Nancy Yes
Garrett:
Mrs. Angela Yes

Durham:
Mr. Dan Cash: Abstain (With Conflict)
Mr. Eliot Mitchell: Yes
Mr. Brad Fiscus: Yes
Mrs. Jennifer Aprea: Yes
Mr. Jay Galbreath: Yes
Ms. Sheila Cleveland: Yes

Yes: 10, Nay: 0, Absent: 1, Abstain (With Conflict): 1

Motion Failed: Motion by Mr. Eric Welch to call the question was made after discussion of the amendment. A second was made by Mr. Rick Wimberly.

Mrs. Candace Emerson: Absent
Mrs. Jennifer Aprea: Nay
Mr. Jay Galbreath: Nay
Ms. Sheila Cleveland: Nay
Mr. Rick Wimberly: Yes
Mr. KC Haugh: Nay
Mr. Eric Welch: Yes

Mrs. Nancy Garrett: Nay
Mrs. Angela Durham: Nay
Mr. Dan Cash: Nay
Mr. Eliot Mitchell: Nay
Mr. Brad Fiscus: Nay

Yes: 2, Nay: 9, Absent: 1

Motion Failed: Motion by Mrs. Jennifer Aprea to amend keeping the first semester as presented and changing the second semester to half days for elementary and adding additional half days for elementary to keep it equitable with secondary schools. Secondary schools would continue as presented. A second was made by Mr. Dan Cash.

Mrs. Candace Emerson: Absent
Ms. Sheila Cleveland: Nay
Mr. Rick Wimberly: Nay
Mr. KC Haugh: Nay
Mr. Eric Welch: Nay

Mrs. Nancy Garrett: Nay
Mrs. Angela Durham: Nay

Mr. Dan Cash: Yes
Mr. Eliot Mitchell: Nay
Mr. Brad Fiscus: Nay
Mrs. Jennifer Aprea: Yes
Mr. Jay Galbreath: Yes

Yes: 3, Nay: 8, Absent: 1

c. Board Policies - First Reading

I. 5.500 Discrimination / Harassment of Employees

Chairman Garrett called on Superintendent Golden who recommended approval of Board Policy 5.500 Discrimination / Harassment of Employees.

Motion Passed: Motion by Mr. Eliot Mitchell to approve on first reading. A second was made by Mr. Eric Welch.

Mrs. Candace Emerson: Absent
Mr. Dan Cash: Yes
Mr. Eliot Mitchell: Yes
Mr. Brad Fiscus: Yes
Mrs. Jennifer Aprea: Yes
Mr. Jay Galbreath: Yes
Ms. Sheila Cleveland: Yes
Mr. Rick Wimberly: Yes
Mr. KC Haugh: Yes
Mr. Eric Welch: Yes
Mrs. Nancy Garrett: Yes
Mrs. Angela Durham: Yes

Yes: 11, Nay: 0, Absent: 1

II. 5.501 Complaints and Grievances

Chairman Garrett called on Superintendent Golden who recommended approval of Board Policy 5.501 Complaints and Grievances.

Motion Passed: Motion by Mr. Dan Cash to approve on first reading. A second was made by Mr. Brad Fiscus.

Mrs. Candace Emerson: Absent
Mr. Eric Welch: Yes
Mrs. Nancy Garrett: Yes
Mrs. Angela Durham: Yes

Durham:
 Mr. Dan Cash: Yes
 Mr. Eliot Mitchell: Yes
 Mr. Brad Fiscus: Yes
 Mrs. Jennifer Aprea: Yes
 Mr. Jay Galbreath: Yes
 Ms. Sheila Cleveland: Yes
 Mr. Rick Wimberly: Yes
 Mr. KC Haugh: Yes

Yes: 11, Nay: 0, Absent: 1

III. 6.304.01 Student Discrimination, Harassment, Bullying, Cyber-Bullying and Intimidation

Chairman Garrett called on Superintendent Golden who recommended approval of Board Policy 6.30401 Student Discrimination, Harassment, Bullying, Cyber -Bullying, and Intimidation.

Motion Passed: Motion by Mr. Eliot Mitchell to approve on first reading. A second was made by Mrs. Jennifer Aprea.

Mrs. Candace Emerson: Absent
 Mrs. Nancy Garrett: Yes
 Mrs. Angela Durham: Yes
 Mr. Dan Cash: Yes
 Mr. Eliot Mitchell: Yes
 Mr. Brad Fiscus: Yes
 Mrs. Jennifer Aprea: Yes
 Mr. Jay Galbreath: Yes
 Ms. Sheila Cleveland: Yes
 Mr. Rick Wimberly: Yes
 Mr. KC Haugh: Yes
 Mr. Eric Welch: Yes

Yes: 11, Nay: 0, Absent: 1

7. Adjournment

There being no further business, Chairman Garrett adjourned the meeting at 8:41 p.m.

Nay N. Gavel

Chairperson

[Signature]

Superintendent

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

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

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

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

7 **DEFINITIONS:** Included within policy.

8 **GENERAL STATEMENT OF POLICY**

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

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

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

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

27 Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section
28 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statements
29 of nondiscrimination on the basis of sex, disability, national origin and race or any other class protected
30 by law.

1 HARASSMENT DEFINED AND PROHIBITED

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

11 Harassment may include but is not limited to:

- 12 1. Graffiti, notes, or cartoons containing discriminatory language;
- 13
- 14 2. Name calling, jokes, or rumors;
- 15
- 16 3. Negative stereotypes and hostile acts which are based upon a person's sex, race, national
17 origin, color, creed, religion, age, marital status, disability or any other class protected by law;
- 18
- 19 4. Written or graphic material containing discriminatory comments or stereotypes that is posted
20 or circulated and which is aimed at degrading individuals or members of protected classes;
- 21
- 22 5. Threatening or intimidating conduct directed at another because of the other's race, national
23 origin, color, creed, religion, age, marital status, disability or any other class protected by law;
24 and
- 25
- 26 6. A physical act of aggression or assault, or other acts of aggressive conduct, upon another
27 because of, or in a manner reasonably related to, an individual's race, national origin, color,
28 creed, religion, age, marital status, or disability or any other class protected by law.

29 SEXUAL HARASSMENT DEFINED AND PROHIBITED

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

- 33 1. Submission to that conduct or communication is made a term or condition, either explicitly or
34 implicitly, of obtaining or retaining employment, or of obtaining an education; or
- 35
- 36 2. Submission to or rejection of that conduct or communication by an individual is used as a
37 factor in decisions affecting that individual's employment or education; or
- 38
- 39 3. That conduct or communication has the purpose or effect of substantially or unreasonably
40 interfering with an individual's employment or education, or creating an intimidating, hostile or
41 offensive employment or education environment.

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

3 Sexual harassment may include but is not limited to:

4 1. Sexual advances;

5

6 2. Verbal harassment or abuse;

7

8 3. Subtle pressure for sexual activity;

9

10 4. Touching of a sexual nature, including inappropriate patting or pinching;

11

12 5. Intentional brushing against a student or employee's body;

13

14 6. Demanding sexual favors accompanied by implied or overt threats concerning an individual's
15 employment or educational status;

16

17 7. Demanding sexual favors, especially when accompanied by implied or overt promises of
18 preferential treatment with regard to an individual's employment or educational status;

19

20 8. Graffiti of a sexual nature;

21

22 9. Displaying or distributing sexually explicit drawings, pictures or other written materials,
23 including making and playing sexually explicit audio/video tapes;

24

25 10. Sexual gestures, including touching oneself sexually or talking about ones sexual activities in
26 front of others;

27

28 11. Sexual or "dirty" jokes; or

29

30 12. Spreading rumors about or rating other students as to sexual activity or performance.

31 **REPORTING PROCEDURES**

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

38 *In Each School*

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

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

7 *System-wide*

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

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

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

22 **INVESTIGATION AND RECOMMENDATION**

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

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

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

36 In addition, the Superintendent of Schools shall take immediate steps to protect the complainant, students
37 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:

1 Employees shall be provided a work environment free from sexual, racial, ethnic, and religious
2 discrimination/harassment. It shall be a violation of this policy for any employee or any student to
3 discriminate against or harass an employee through disparaging conduct or communication that is sexual,
4 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 Assistant Superintendent of Human Resources. Allegations of
20 discrimination/harassment shall be fully investigated. An oral complaint may be submitted; however,
21 such complaint shall be reduced to writing to ensure a more complete investigation. The complaint shall
22 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
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:

1 EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

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

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

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

14 HARASSMENT/DISCRIMINATION GRIEVANCES

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

- 18 1. Age Discrimination Employment Act;¹
- 19
- 20 2. Title II of the Americans with Disabilities Act;⁴
- 21
- 22 3. Title VI of the Civil Rights Act of 1964;⁵
- 23
- 24 4. Section 504 of the Rehabilitation Act of 1973;⁶ or
- 25
- 26 5. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964.⁷

27 The Assistant Superintendent of Human Resources or designee will endeavor to respond and resolve
28 complaints without resorting to this grievance procedure, and if a complaint is filed, to address the
29 complaint promptly and equitably. The right of an employee to prompt and equitable resolution of the
30 complaint shall not be impaired by the employee's pursuit of other remedies. Use of this grievance
31 procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does
32 not extend any filing deadline related to the pursuit of other remedies.

1 *Filing a Complaint*

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

6 *Investigation*

7 The Assistant Superintendent of Human Resources will investigate the complaint or appoint a qualified
8 person to undertake the investigation on his/her behalf. The complaint and identity of the complainant
9 will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the
10 complaint; or (3) as authorized by the complainant. If a complaint of sexual harassment contains
11 allegations involving the Superintendent of Schools, then the attorney for WCS will investigate the
12 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 VI of the Civil Rights Act, 42 USCA § 2000 *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

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

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

7 Each school shall implement a bullying awareness program.

8 **DEFINITIONS**

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

- 11 1. Physically harming a student or damaging a student's property;
- 12
- 13 2. Knowingly placing the student or students in reasonable fear of physical harm to the student or
14 damage to the student's property;
- 15
- 16 3. Causing emotional distress to a student or students; or 4) Creating a hostile educational
17 environment.

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

21 **EXAMPLES**

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

- 23 1. Overt, repeated acts or gestures made with the intent to harass, ridicule, humiliate, or harm;
- 24
- 25 2. Physical or psychological intimidation;
- 26
- 27 3. Stated or implied threats;
- 28 4. Use of any language, written or unwritten, hand gestures or other forms of expression aimed at
29 defining a student in a sexual manner or impugning the character of a student based on

- 1 allegations of sexual promiscuity;
2
3 5. Assault of a student, whether physical, verbal, psychological, or emotional;
4
5 6. Attacks on personal property; and
6
7 7. Communication of any of the above, or an intent to undertake any of the above, whether made
8 in person or by electronic device.

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

- 10 1. Forced consumption of any drink, alcoholic beverage, drug or controlled substance;
11
12 2. Forced exposure to the elements;
13
14 3. Forced prolonged exclusion from social contact;
15
16 4. Sleep deprivation;
17
18 5. Forced requirement or encouragement of the wearing or carrying of any obscene or physically
19 burdensome article;
20
21 6. Assignment of pranks to be performed;
22
23 7. Other such activities intended to degrade, embarrass and ridicule, humiliate; and
24
25 8. Any other forced activity that could adversely affect the mental or physical health or safety of a
26 student, or staff member.

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

29 **REPORTING AND INVESTIGATION PROCEDURE**

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

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

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

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

- 39 1. Initiate any interventions that are appropriate, and

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

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

5 **PROHIBITION AGAINST FALSE CLAIMS**

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

9 **PROHIBITION AGAINST RETALIATION**

10 Retaliation against a victim, witness, or person with reliable information for reporting a bullying offense
11 or for providing information in any manner is strictly prohibited. Any student or employee violating this
12 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

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

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

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

7 **DEFINITIONS:** Included within policy.

8 **I. GENERAL STATEMENT OF POLICY**

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

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

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

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

27 Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section
28 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy
29 statements of nondiscrimination on the basis of sex, disability, national origin, race or any other class
30 protected by law.

1 **II. HARASSMENT DEFINED AND PROHIBITED**

2 It is the policy of the Williamson County Board of Education not to discriminate on the basis of sex,
3 race, national origin, color, creed, religion, age, marital status, disability or any other class protected by
4 law in its educational programs, activities, or employment policies as required by the referenced
5 federal and state statutes. Any student or school personnel shall be punished for infractions of this
6 policy when:

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

14 **III. SEXUAL HARASSMENT DEFINED AND PROHIBITED**

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

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

28 Sexual harassment may include but is not limited to:

- 29 1. Sexual advances;
- 30 2. Verbal harassment or abuse;
- 31 3. Subtle pressure for sexual activity;
- 32 4. Touching of a sexual nature, including inappropriate patting or pinching;
- 33 5. Intentional brushing against a student or employee's body;
- 34 6. Demanding sexual favors accompanied by implied or overt threats concerning an individual's
35 employment or educational status;
- 36 7. Intentional or negligent exposure of one's body to another person's body;
- 37 8. Intentional or negligent exposure of one's body to another person's body;
- 38 9. Intentional or negligent exposure of one's body to another person's body;
- 39 10. Intentional or negligent exposure of one's body to another person's body;
- 40 11. Intentional or negligent exposure of one's body to another person's body;

- 1 7. Demanding sexual favors, especially when accompanied by implied or overt promises of
2 preferential treatment with regard to an individual's employment or educational status;
3
- 4 8. Graffiti of a sexual nature;
5
- 6 9. Displaying or distributing sexually explicit drawings, pictures or other written materials,
7 including making and playing sexually explicit audio/video tapes;
8
- 9 10. Sexual gestures, including touching oneself sexually or talking about ones sexual activities in
10 front of others;
11
- 12 11. Sexual or "dirty" jokes; or
13
- 14 12. Spreading rumors about or rating other students as to sexual activity or performance;
15
- 16 13. Written or electronic communication of a sexual nature that is unwanted and unwelcome; or
17
- 18 14. Circulating, displaying or creating emails, text messages, social media postings, or websites of
19 a sexual nature.

20 **IV. REPORTING PROCEDURES**

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

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

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

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

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

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

16 **V. INVESTIGATION AND RECOMMENDATION**

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

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

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

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

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

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

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

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

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

22 **VI. SCHOOL DISTRICT ACTION**

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

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

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

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

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

1 **VII. REPRISAL**

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

8 **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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

15 **IX. SEXUAL HARASSMENT AS SEXUAL ABUSE**

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

19 **X. DISCIPLINE**

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

23 **XI. POLICY DISTRIBUTION**

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

28 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: <h2 style="text-align: center;">Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation</h2>	Descriptor Code: <h3 style="text-align: center;">6.304</h3>	Issued Date:
		Rescinds:	Issued:

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

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

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

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

16 **DEFINITIONS⁵**

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

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

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

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

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

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

12 COMPLAINTS AND INVESTIGATIONS

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

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

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

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

- 36 1. It places the student in reasonable fear or harm for the student’s person or property;
37
- 38 2. It has a substantially detrimental effect on the student’s physical or mental health;
39

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.⁸ 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 Superintendent of Schools with appropriate documentation detailing
10 the reasons why the investigation has not been completed or the appropriate intervention has not taken
11 place.⁸ Within the parameters of the federal Family Educational Rights and Privacy Act,¹⁰ a written
12 report on the investigation will be delivered to all involved parties and the Superintendent of Schools.

13 **RESPONSE AND PREVENTION**¹¹

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 Superintendent of Schools.

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

22 **REPORTS**

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

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

31 **RETALIATION AND FALSE ACCUSATIONS**

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

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MEMORANDUM

DATE: November 5, 2020

TO: Williamson County School Board

FROM: Dana Ausbrooks, General Counsel

CC: Jason Golden, Superintendent of Schools

RE: 2020 LEA Compliance Report

The 2020 LEA Compliance Report from the Tennessee Department of Education is due on November 30, 2020.

Since 2012, the Tennessee Department of Education has required each public school board to approve an annual Compliance Report confirming that each Local Education Agency (LEA) is complying with all Tennessee laws, Rules and Regulations, etc. applicable to public schools. Page 2 of the attached form includes links to this year's legislative report, the entire Tennessee Code, the TN Rules and Regulations, etc. Since this law was enacted, we and virtually every other LEA in the State have reported full compliance.

We have reviewed the laws and rules related to education, with a special emphasis on laws passed in 2020, and we are not aware of any laws with which we are not in compliance.

Staff recommends approval of the 2020 LEA Compliance Report.

2020 Local Education Agency Compliance Report

Local education agencies (LEAs) are required to comply with all federal and state education laws and State Board of Education (SBE) rules. This annual compliance report is one mechanism the department uses to ensure education laws and rules are faithfully executed. The commissioner of education is charged with taking corrective action when an LEA is noncompliant with those laws and rules or is not following a department-approved compliance plan.

LEAs must complete this report and, if applicable, the corrective action form, and submit it to the department by **November 30, 2020**. During completion, each LEA should carefully check the status of its compliance with all federal and state education laws and SBE rules. The department verifies and monitors LEA compliance via multiple data sources (e.g., Education Information System, internal program managers), and will consider those sources when making final decisions regarding an LEA's compliance status. Beginning school year 2020-21, the department is formally reinstating LEA approval classifications as outlined in SBE Rule [0520-01-02-.01](#). Annual compliance report data may inform an LEA's approval classification.

I certify that the LEA is in compliance with all federal and state education laws and SBE rules.

I certify that, with the exception of areas indicated in the attached corrective action plan, the LEA is in compliance with all federal and state education laws and SBE rules.

LEA Name:

Director of Schools/Superintendent Name:

Director of Schools/Superintendent Signature:

School Board Chair Name:

School Board Chair Signature:

Date of School Board Approval:

UPLOAD COMPLETED REPORT TO ePlan BY **NOVEMBER 30, 2020**
(including the corresponding corrective action plan if applicable)
Upload instructions are accessible [here](#).

Appendix A

Noncompliance Corrective Action Plan

Instructions: Below is a sample corrective action plan. Using the provided template, report all areas of noncompliance and include corrective action details. Click the attachment (paper clip) icon in the navigation pane of this PDF to access the Word version of the template, which is editable.

Area of Noncompliance	Scope and Reason(s) for Noncompliance	Corrective Action Step(s)	Person(s) Responsible	Anticipated Completion Date(s)
T.C.A. § 49-5-413(a) – Background Checks	Due to a misunderstanding of T.C.A. § 49-5-413(a) compliance requirements, 104 employees hired prior to 2000 have not been fingerprinted.	<ul style="list-style-type: none"> ▪ Notify the 104 impacted employees and their supervisors of the outstanding requirement and next steps in writing. ▪ Coordinate fingerprinting scheduling, results processing, and related communications. ▪ Notify the TDOE director of LEA approval of compliance plan completion. 	<p>Human Resources Director</p> <p>Human Resources Director</p> <p>Human Resources Director (with director of schools copied)</p>	<p>October 12, 2020</p> <p>October 13 – December 4, 2020</p> <p>December 7, 2020</p>
T.C.A. § 49-1-104 - Average Class Size	While no individual K–12 classes within the district exceed the maximum number of students, class size averages at the three elementary schools are not in compliance.	The commissioner approved our corresponding waiver request on August 6, 2020.	NA	NA

Appendix B

For your convenience, the following is a list of helpful links to various state education laws and SBE rules available online.

Public chapters regarding education passed during the 2020 legislative session:

https://www.tn.gov/content/dam/tn/education/legal/2020_legislative_report_version1.pdf

Current and pending SBE rules:

<https://www.tn.gov/sbe/rules--policies-and-guidance.html>

SBE frequently asked questions:

<https://www.tn.gov/sbe/about-us/frequently-asked-questions.html>

Tennessee Code Annotated:

<http://www.lexisnexis.com/hottopics/tncode/>

If you have questions regarding applicable laws or SBE rules, please contact the department's deputy general counsel, Lee Danley, at (615) 253-1550 or Lee.Danley@tn.gov.

Amendment:

**APPROPRIATING \$4,115 FROM FUNDS DONATED IN HONOR OF DENISE GOODWINS
SERVICE TO THE DISTRICT TO SACC**

WHEREAS, Denise Goodwin served our district for many years in various capacities and recently retired and collections have been received to honor her service to our district; and

WHEREAS, these funds will be used to fund services that were near and dear to her heart including the SACC program; and

WHEREAS, there isn't a requirement for match of local funds;

NOW, THEREFORE BE IT RESOLVED that the Williamson County Board of Education meeting in regular session on January 18, 2021 approve and amend the 2020-2021 General Purpose School Fund budget as follows:

Revenue			
141.445700.388.P3881	Contributions	\$4,115	
Expenditure			
141.71100.539900.388.P3881	Contracted Services		4,115

School Board Vote

Yes_____ No___



To: Board of Education
From: Leslie Holman, Asst. Superintendent/CFO
RE: Inter-category transfer – Independence Light
Date: November 4, 2020

There is a need to design and place a traffic light at Independence High School after we conducted 3 traffic studies and after numerous accidents. We will use unencumbered funds for this purpose. Staff recommends approval of the transfer.

From:

177.91300.579910.510.00.C4925 Contingency \$250,000

To:

177.91300.5790000.610.52.C3187 I HS Traffic 250,000

ACTION TAKEN
SCHOOL BOARD

Yes__ No____

RESOLUTION TRANSFERRING \$2,000,000 GENERAL PURPOSE SCHOOL FUNDS TO THE CENTRAL CAFETERIA FUND FOR THE PURPOSE OF PROVIDING MONEY FOR A SUFFICIENT CASH BALANCE IN THE CENTRAL CAFETERIA FUND

- WHEREAS,** due to COVID and paying our school employees that worked in the cafeteria while no revenue was being generated has depleted the Central Cafeteria Fund's cash and fund balance; and
- WHEREAS,** due to the school operating remotely at times and online, there has been a drastic decrease in the amount of funds generated through student lunches and a la carte that are necessary to cover all the expenses needed to provide meals for our students; and
- WHEREAS** the funds received to date from the USDA are not sufficient to cover the costs of our current expenses; and
- WHEREAS** the Central Cafeteria Fund needs additional funds to be able to pay its bills and current payroll; and
- WHEREAS,** Generally Accepted Accounting Principles (GAAP) consider a cash deficit in any fund to be a significant deficiency in internal controls; and
- WHEREAS,** Williamson County Board of Education does not desire to operate any fund with a cash deficit; and
- WHEREAS,** the expectation is that the Central Cafeteria Fund will reimburse the General Purpose School Fund this transfer when it begins to accumulate a sufficient fund balance to operate;

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of County Commissioners meeting in regular session on January 11, 2021 approve the following transfer and amend the 2020-2021 General Purpose School Fund and Central Cafeteria Fund budgets as follows:

General Purpose School Fund

Revenue			
141.39000	Undesignated Fund Balance	\$2,000,000	
Expenditure			
141.99100.559000.510	Operating Transfer Out		\$2,000,000

Central Cafeteria Fund

Revenue			
143.49800.	Operating Transfers In	\$2,000,000	
Reserve			
143.347550	Designated Fund Balance		\$2,000,000

 Commissioner

Committees Referred to and Action Taken

School Board	Yes _____	No _____	Pass _____
Education	Yes _____	No _____	Pass _____
Budget	Yes _____	No _____	Pass _____
Commission	Yes _____	No _____	ABS _____

 Elaine Anderson-County Clerk

 Tommy Little, Commission Chair

 Rogers Anderson-County Mayor

 Date

RESOLUTION NO. _____
Requested by: Board of Education

**RESOLUTION REQUESTING INTER-CATEGORY TRANSFER TO PLACE FUNDS IN
CORRECT CATEGORY**

WHEREAS, there is a need to place certain health service expenses in a different category due to changing departments for the administration of health services and is needed for audit presentation; and

WHEREAS, this requires no additional funds; and

NOW, THEREFORE BE IT RESOLVED, that the Williamson County Board of County Commissioners meeting in regular session on January 11 2021 approve and amend the 2020-2021 General Purpose School fund budget in the following manner:

Revenue			
141.72220.519650.375	Inservice training	\$20,000	
Expenditure			
141.72120.539900.375	Contracted services (PD)		3,800
141.72120.549900.375	Materials and Supplies (PD)		16,200
		\$20,000	\$20,000

Commissioner

COMMITTEES REFERRED TO & ACTION TAKEN:

School Board For _____ Against _____
Education Committee For _____ Against _____
Budget Committee For _____ Against _____

COMMISSION ACTION TAKEN: For ___ Against ___ Abs ___ Out ___

Elaine Anderson-County Clerk

Tommy Little – Commission Chairman

Rogers C. Anderson – County Mayor

Date

1320 West Main Street Suite 202
Franklin, Tennessee 37064-3700
Phone (615) 472-4000
Fax (615) 472-4190
Website: <http://www.wcs.edu>



MEMORANDUM

TO: Williamson County Board of Education

FROM: Dr. Leigh Webb, Assistant Superintendent

CC: Mr. Jason Golden, Superintendent

DATE: November 4, 2020

SUBJECT: Proposed 2021-2022 School Calendars

The Calendar Committee must consider several factors when structuring the yearly school calendar. As stated in Board Policy 1.800, "The calendar will identify holidays and/or vacation days for students and employees. 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. At its discretion, the Board may adopt calendars for more than one school year at any time."

Beyond the specificity of Board policy, the calendar must also adhere to TCA 49-6-3004. In short, this code delineates the number of instructional days, professional development days, vacation days, etc. that must be accounted for throughout the school calendar.

Additionally, Article XIII of the Memorandum of Understanding (MOU) between Williamson County Board of Education and PECCA Representatives selected by the Williamson County Education Association outlines additional agreed upon parameters for the creation of the school calendar.

The WCS School Board chose not to add any additional parameters for the Calendar Committee in addition to the guidance stated above.

The Calendar Committee offers the proposed calendar for consideration by the WBOE for the school calendar for 2021-2022.

Calendar Committee 2021-2022
Overview of Proposed Calendar
Working Calendar

The attached calendar has the following features:

- First Student Day August 6
- Three Days Fall Break All (Adjoining Parent/Teacher Conference & Site-Based PD)
- Week-Long Thanksgiving Break
- First Semester Ends December 17
- Two-Week Winter Break
- One Day Mid-Winter Break February 18 – School Closed
- Week-Long Spring Break
- The following individual days the school system will be closed:
 - September 6 - Labor Day
 - January 17 - MLK Day
 - April 15 - Spring Holiday

Summary of 200 Day Teacher Calendar:

177	Instructional Days (excluding three from extended day to make 180 required for instruction)
10	Additional Paid Days
4	Scheduled Administrative Days
1	Scheduled Day for Parent Conferences
5	Scheduled Professional Development Days
3	Outside Contract Professional Development Days
200	Total Days of Salary

Three Abbreviated Days Allowed (count as full instructional days):

1. First day of school
2. Last student day before Winter Break
3. Last student day of second semester

Use of our Stockpiled Days:

13	Maximum allowed by law from extended days
- 3	Counting toward 180 instructional days for students
= 10	Remaining for inclement weather

If more than 10 inclement days are needed:

- Mid-Winter Break
- Second Semester PD Day
- Spring Holiday
- Take first three days of Spring Break (Monday, then Tuesday, then Wednesday)
- Additional days end of year

SCHOOL CALENDAR 2021 – 2022 – **Proposed Calendar**

1st Semester = 85 Instructional Days

2nd Semester = 92 Instructional Days

Day	Date	Definition
Monday (No Students)	July 5	Independence Day Observed (System Closed)
Wednesday – Thursday (No Students)	July 28 – 29	New Teacher Induction
Monday (No Students)	August 2	Administrative Day (All Teachers Report)
Tuesday (No Students)	August 3	<i>District-Wide Professional Development Day</i>
Wednesday (No Students)	August 4	<i>Site-Based Professional Development Day</i>
Thursday (No Students)	August 5	Administrative Day (All Teachers Work in Classroom)
Friday (Students ½ Day)	August 6	Start of School (1 st – 12 th Grades)
Monday	August 16	First Full Day for Kindergarten Students
Monday (No School)	September 6	Labor Day (System Closed)
Friday	September 17	Constitution Day (Students in School)
Wednesday	October 6	End of First Quarter Grading Period
Monday (No Students)	October 11	Parent/Teacher Conference Day Columbus Day
Tuesday (No Students)	October 12	<i>Site-Based Professional Development Day</i>
Wednesday – Friday (No School)	October 13 - 15	Fall Break (System Closed)
Thursday	November 11	Veterans Day Observation (Students in School)
Monday – Friday (No School)	November 22 – 26	Thanksgiving Holiday (System Closed)
Friday (Students ½ Day)	December 17	End of First Semester
Monday - Friday (No School)	December 20 – December 31	Winter Break (System Closed) (New Year's Day Observed December 31 – System Closed)
Monday (No Students)	January 3	Administrative Day (All Teachers Work in Classroom)
Tuesday (No Students)	January 4	<i>District-Wide Professional Development Day</i>
Wednesday	January 5	Students Full Day – Second Semester Begins
Monday (No School)	January 17	Martin Luther King, Jr. Day (System Closed)
Friday (No School)	February 18	Mid-Winter Break Day
Monday (No Students)	February 21	<i>Site-Based Professional Development Day;</i> Presidents' Day
Friday	March 11	End of Third Quarter Grading Period
Monday – Friday (No School)	March 14 – 18	Spring Break (System Closed)
Friday (No School)	April 15	Spring Holiday (System Closed)
Wednesday (Students ½ Day)	May 25	Last Day for Students – End of Second Semester
Thursday (No Students)	May 26	Administrative Day for Teachers
Friday – Sunday	May 27 – 29	Graduation Window
Monday	May 30	Memorial Day (System Closed)

- Specific testing dates/windows can be found on the [WCS Assessment Page](#) as they become available.

Professional Development Days

Five (5) days as listed below are in this calendar for professional development. Three (3) days must be scheduled by each teacher outside the scheduled school calendar.

August 3	-	District-Wide
August 4	-	Site-Based
October 12	-	Site-Based
January 4	-	District-Wide
February 21	-	Site-Based

Parent Teacher Conferences

Parent Teacher Conferences will be scheduled for a total of 6 hours on Monday, October 11. Conference hours shall be documented and approved by the Superintendent of Schools or Designee.

Snow Days

Up to ten (10) snow days are accumulated in the school calendar through extended work (stockpile) days and will not be made up. If more than ten (10) days are missed due to weather related conditions, the Calendar Committee will make a recommendation to the Superintendent of Schools from the following days: Mid-Winter Break; Second Semester Professional Development Day; Spring Holiday; Spring Break Days (Monday, then Tuesday, then Wednesday); Additional days at the end of the school year calendar.

Approval Date: _____

1320 West Main Street, Suite 202
Franklin, TN 37064-3700
(615) 472-4000
fax (615) 472-4190



TO: Williamson County School Board

FROM: Vickie Hall, Assistant Superintendent of Human Resources

RE: Proposed Adjustment to Pay Rates and Incentives for Substitute Teachers and Nurses for 2020-21

DATE: November 16, 2020

Below are staff-proposed adjustments to the Substitute Pay Rates and incentives for the remainder of the 2020-21 school year.

- \$100 per day for all uncertified substitutes (increase of \$15-30 per day)
- \$120 per day for certified substitutes (Increase of \$30 per day)
- Additional one day's pay for every 10 days worked per calendar month
- WCS pays the fee (\$40) for required substitute teacher training course

Additionally, staff proposes to hire 20 districtwide Super Subs to be assigned daily based on school need.

Staff also recommends increasing the Substitute Nurse hourly pay rate from \$20 to \$25.

Both current and proposed compensation schedules for substitutes are attached and staff recommend an effective date of November 30, 2020.



Williamson County Schools

RIGOR • RELEVANCE • RELATIONSHIPS • RELENTLESSNESS

2020-2021 Adjusted Substitute Pay Rates

Daily Rates:

Base Pay:

<u>Type of Substitute</u>	<u>20 or less days</u>	<u>21-49 days</u>	<u>50 or more days</u>
Certified Substitute – (Active TN certification)	\$120.00	\$130.00	\$140.00
Uncertified Substitute – (Minimum of HS Diploma)	\$100.00	\$110.00	\$120.00

All substitutes will start the school year earning the base pay. Time spent in long-term sub positions will count towards the days needed to go to the next interval. If the substitute is earning the higher State rate, the pay will not be increased while earning days spent subbing.

If a certified substitute accepts a long-term position (30 consecutive days or more) he/she will earn state rate beginning the 1st workday of the long-term position. Days served in a long-term position will count towards the days needed to go to the next interval.

Additional Incentives

- Special Education positions increase base pay by \$10.00 for full day or \$5.00 for ½ day assignments
- Additional one day's pay if the equivalent of 10 or more full days are worked per calendar month

*The substitute will revert to the base pay at the beginning of each school year.

2020-2021 Substitute Nurse Pay Rates

<u>Substitute Nurse</u>	<u>Hourly Pay</u>
Substitute Nurse (Active License)	\$25.00



Williamson County Schools

RIGOR • RELEVANCE • RELATIONSHIPS • RELENTLESSNESS

2020-2021 Substitute Pay Rates

Daily Rates:

Base Pay:

Type of Substitute	20 or less days	21-49 days	50 or more days
Certified Substitute – (Active TN certification)	\$90.00	\$95.00	\$100.00
Uncertified Substitute – Bachelor’s or higher	\$85.00	\$90.00	\$95.00
Uncertified Substitute – 2-year college	\$75.00	\$80.00	\$85.00
Uncertified Substitute – HS diploma	\$70.00	\$75.00	\$80.00

All substitutes will start the school year earning the base pay. Time spent in long-term sub positions will count towards the days needed to go to the next interval. If the substitute is earning the higher State rate, the pay will not be increased while earning days spent subbing.

If a certified substitute accepts a long-term position (30 consecutive days or more) he/she will earn state rate beginning the 1st workday of the long-term position. Days served in a long-term position will count towards the days needed to go to the next interval.

[The rate for Special Education positions will increase your base pay by \\$10 for full day or \\$5 for ½ day assignments.](#)

***The substitute will revert to the base pay at the beginning of each school year.**

2020-2021 Substitute Nurse Pay Rates

Substitute Nurse	Hourly Pay
Substitute Nurse (Active RN License)	\$20.00

Williamson County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School Board Norms	Descriptor Code: 1.107	Issued Date: 11/26/18
		Rescinds: 1.107	Issued: 10/15/12

1 *General*

2 The School Board shall adopt an appropriate standard of norms that reaffirms the ways in which Board
3 members conduct business and relate to each other.

4 The Board Norms shall be reviewed annually.

5 **SCHOOL BOARD NORMS**

6 The Board has adopted principles of courtesy and respect to guide behavior of its members. These
7 principles are to be considered and observed to the extent practicable by Board members in the conduct
8 of Board business.

9 Board members should read all Board-related materials and should attend work sessions. Board
10 members should use the work session for in-depth discussion.

11 Board members should make a request to the Executive Committee to place an item on a work session
12 agenda per Board Policy 1.403, Board Meeting Agendas, before bringing it to the floor of a Board
13 meeting.

14 Board members should support having a policy reviewed at the next policy committee meeting if that
15 policy was suspended for a Board vote.

16 Board members should be mindful that statutory authority for the administration and operation of the
17 schools rests with the Superintendent.

18 Board members should refer complaints and concerns to the appropriate staff per Board Policy 5.501,
19 Complaints and Grievances, and inform the Superintendent of all such referrals.

20 Board members should ~~share with fellow Board members and the Superintendent, courtesy copies of~~
21 ~~newsletters or similar reports sent to members of the community~~ **regularly communicate and seek legal**
22 **and professional advice in the use of social media.**

23 **Board members should refer request for staff reports or research to the Superintendent.**

24 Board members should show courtesy and respect ~~in~~ **and limit** their use of electronic devices at all
25 meetings.

Cross References

School Board Ethics 1.106

Williamson County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Code of Ethics for School Board Members	Descriptor Code: 1.2021	Issued Date: 10/21/19
		Rescinds: 1.1061	Issued: 11/26/2018

ARTICLE I. MY RELATIONS TO OUR STUDENTS

Section 1. I will at all times think in terms of “students first,” always determining other important things according to how they affect the education and development of students.

Section 2. I will seek to provide equal opportunities for all students in academics, the arts, and athletics.

ARTICLE II. MY RELATIONS WITH OUR COMMUNITY

Section 1. I will fairly appraise and support both present and future educational needs.

Section 2. I will represent at all times the entire school community and refuse to represent special interests or partisan politics.

Section 3. I will maintain open lines of communication with the community.

Section 4. I will refrain from using district resources to actively campaign for any candidate for elected office.

Section 5. I will refer to other board members, staff, students, and the public with respect including when using social media.

ARTICLE III. MY RELATIONS TO OUR DISTRICT EMPLOYEES

Section 1. I will support the employment of those persons best qualified to serve in our district.

Section 2. I will strive to secure resources that allow our employees to perform with excellence.

Section 3. I will celebrate employee accomplishments and refrain from public critique.

ARTICLE IV. MY RELATIONS WITH OTHER BOARD MEMBERS

Section 1. I will recognize that authority rests only with the Board in official meetings and that the individual member has no legal status outside of such meetings.

Section 2. I will at all times comply with the Tennessee Open Meetings Act (the “Sunshine Law”).

Section 3. I will make final decisions only after full discussion of matters at a Board meeting.

Section 4. I will respect the opinion of other members and will accept the principle of “majority rule.”

1 **Section 5.** I will attend all regularly scheduled Board meetings, insofar as possible, and become
2 informed concerning the issues to be considered at those meetings.

3 **Section 6.** I will work with other Board members to establish effective Board policies and to delegate
4 authority for the administration of the schools to the Superintendent.

5 **Section 7.** I will refrain from public critique of fellow board members, [outside of Board deliberations,](#)
6 [in any other public forum, including social media.](#)

7 **ARTICLE V. MY RELATIONS WITH OUR SUPERINTENDENT**

8 **Section 1.** I will support full administrative authority as well as responsibility for the Superintendent
9 to properly discharge all professional duties.

10 **Section 2.** I will support Superintendent accountability for working and requiring staff to work within
11 the framework of policies set by the Board.

12 **Section 3.** I will refer all complaints and concerns to the Superintendent.

13 **Section 4.** I will refrain from public critique of the Superintendent, [outside of Board deliberations, in](#)
14 [any other public forum, including social media.](#)

15

16 **ARTICLE VI. MY RELATIONS TO MYSELF**

17 **Section 1.** I will inform myself about my duties and responsibilities and current educational issues by
18 individual study and through participation in programs providing needed information.

19 **Section 2.** I will avoid being placed in a position of conflict of interest.

20 **Section 3.** I will refrain from using my position on the Board for personal or partisan gain.

21 **Section 4.** I will take no action that will compromise the Board, the District or administration.

22 **Section 5.** I will respect the confidentiality of information that is privileged under applicable law.

23 **Section 6.** [I will avoid putting myself in situations that might give the appearance of speaking for the](#)
24 [entire Board. However, the Board Chair shall speak for the Board when acting as the official](#)
25 [spokesperson pursuant to WCSB policy 1.502.](#)

Affirmed by a vote on November 16, 2020 during the regularly scheduled meeting of the Williamson County Board of Education

Angela Durham, District 1 Yes _____ No: _____

Dan Cash, District 2 Yes _____ No: _____

Eliot Mitchell, District 3 Yes _____ No: _____

Brad Fiscus, District 4 Yes _____ No: _____

Jennifer Aprea, District 5 Yes _____ No: _____

Jay Galbreath, District 6 Yes _____ No: _____

Sheila Cleveland, District 7 Yes _____ No: _____

Candace Emerson, District 8 Yes _____ No: _____

Rick Wimberly, District 9 Yes _____ No: _____

Eric Welch, District 10 Yes _____ No: _____

KC, Haugh, District 11 Yes _____ No: _____

Nancy Garrett, District 12 Yes _____ No: _____

Jason Golden, Superintendent

**WILLIAMSON COUNTY SCHOOLS
FIVE (5) YEAR CAPITAL PLAN
(2020-2026)**

November 5, 2020

Project	Area	ITF Needed 2020-21	ITF Needed 2021-22	ITF Needed 2022-23	ITF Needed 2023-24	ITF Needed 2024-25	ITF Needed 2025-26	Tot Amount Intent to Fund	Projected Completion Date
REAL ESTATE ACQUISITIONS FOR FUTURE SCHOOLS									
Land Purchase Elementary / Middle / High		\$ 11,250,000	18,000,000					29,250,000	
Land Central Office /Support Complex (Approx. 30 Acres)		2,250,000						2,250,000	
NEW BUILDINGS									
Elementary School South (already funded)	4	0						0	Fall 2022
Middle School (Brentwood Middle Replacement)	1	2,000,000	15,000,000	15,000,000	12,000,000			44,000,000	Fall 2025 Phases completion
Elementary School East	5		18,000,000	10,000,000				28,000,000	Fall 2023
Middle School East	5	2,000,000	20,000,000	20,000,000				42,000,000	Fall 2023
Middle School (Jordan Property)	7		4,000,000	40,000,000				44,000,000	Fall 2023
Elementary School North	7			2,000,000	13,500,000	13,500,000		29,000,000	Fall 2025
High School South	4				2,000,000	30,000,000	35,000,000	67,000,000	Fall 2026
Elementary School Central	6					2,000,000	13,500,000	15,500,000	Fall 2026
Elementary School North	1						2,000,000	2,000,000	Fall 2027
Elementary School East	5						2,000,000	2,000,000	Fall 2027
SUBTOTAL NEW SCHOOL BUILDING CONSTRUCTION AND LAND		\$ 17,500,000	\$ 75,000,000	\$ 87,000,000	\$ 27,500,000	\$ 45,500,000	\$ 52,500,000	\$ 305,000,000	
ADDITIONS/MAJOR RENOVATIONS									
Summit High School Addition (22-Classroom Addition & Cafeteria Expansion)	8	8,000,000						8,000,000	Fall 2022
Ravenwood High School Addition (22-Classroom Addition & Cafeteria Expansion)	7	8,000,000						8,000,000	Fall 2022
Ravenwood High School Football Field Synthetic Turf	7	1,200,000						1,200,000	Fall 2021
Centennial High School Football Field Synthetic Turf	3	1,200,000						1,200,000	Fall 2021
Fairview High School Football Field Synthetic Turf	2	1,200,000						1,200,000	Fall 2021
Summit High School Football Field Synthetic Turf	8		1,200,000					1,200,000	Fall 2022
Independence High School Football Field Synthetic Turf	4		1,200,000					1,200,000	Fall 2022
Transportation Building Addition			900,000					900,000	Fall 2023
Page High School Interior Renovations/Additions Phase 3	6		10,000,000	10,000,000				20,000,000	Fall 2024 phases completion
Early Childhood Development Building South	?		5,000,000					5,000,000	Fall 2023
Hillsboro K8 Renovation	4			4,000,000				4,000,000	Fall 2025
Grassland Middle School Renovation	3				4,000,000			4,000,000	Fall 2026
Bethesda Elementary Renovation	6					4,000,000		4,000,000	Fall 2027
Nolensville High School Addition	5						9,000,000	9,000,000	Fall 2027
Centennial High School Addition (22-Classroom Addition)	3						9,000,000	9,000,000	Fall 2027
SUBTOTAL ADDITIONS/MAJOR RENOVATIONS		19,600,000	18,300,000	14,000,000	4,000,000	4,000,000	18,000,000	\$ 77,900,000	
Maintenance Yearly Requests for Major Projects									
Projected Major Capital Projects (Asphalt Parking Lots/Roadways/Tennis Courts)		\$ 1,522,655	\$ 1,215,000	\$ 1,142,000	\$ 1,303,000	\$ 1,443,000	\$ 1,321,000	7,946,655	TBD
Projected Major Capital Projects (Roofs)		3,350,000	3,300,000	4,083,000	1,930,000	2,750,000	5,300,000	20,713,000	TBD
WWTP Upgrades, BES, IHS		1,600,000		850,000				2,450,000	TBD
HVAC (Replacements) FvM, GMS, FHS, RNHS, CHS,			650,000	1,200,000	1,330,000	1,200,000		4,380,000	TBD
SUBTOTAL MAINTENANCE YEARLY REQUESTS FOR MAJOR PROJECTS		\$ 6,472,655	\$ 5,165,000	\$ 7,275,000	\$ 4,563,000	\$ 5,393,000	\$ 6,621,000	\$ 35,489,655	
TOTAL CAPITAL NEEDS FOR FACILITIES		\$ 43,572,655	\$ 98,465,000	\$ 108,275,000	\$ 36,063,000	\$ 54,893,000	\$ 77,121,000	\$ 418,389,655	
		14 GenEd/0 Special	19 GenEd/0 Special	15 GenEd / 4 Special	21 GenEd / 2 Special	14 GenEd / 8 Special	13 GenED / 0 Special		Funded usually through Fund Balance
*** PROJECTED ANNUAL CAPITAL REQUESTS FOR TRANSPORTATION (REPLACEMENTS ONLY)		\$ 1,388,800	\$ 1,884,800	\$ 1,899,100	\$ 2,288,750	\$ 2,211,000	\$ 1,289,600	\$ 10,962,050	Yearly
Replacement Cost per Bus (GenEd \$99,200 / Specials 102,775)									
GRAND TOTAL CAPITAL PLAN		\$ 44,961,455	\$ 100,349,800	\$ 110,174,100	\$ 38,351,750	\$ 57,104,000	\$ 78,410,600	\$ 429,351,705	

Individual Project Cost Does Not Include Cost of Land.

Estimates Are Based on Construction Cost of \$195 Sq. Ft. & Total Build Out Cost of \$235 Sq. Ft.

Buildout Cost Includes Design, Engineering, Environmental Studies, Tap Fees, Utility Grades, Permitting, Infrastructure Improvements, Site Work, Building Construction, Furniture, Fixtures, Library Books, Technology, Textbooks & Security Measures.



MEMORANDUM

DATE: November 5, 2020
TO: School Board Members
FROM: Mark Samuels, P.E., Assistant Superintendent for Operations
RE: **2020 – 2025 Capital Plan**

Attached is the 5-Year Capital Plan for your review. The plan is divided into five categories:

1. Land Acquisitions
2. New School Building Construction
3. Additions / Major Renovations
4. Maintenance – Asphalt Pavement Resurfacing, Roof Replacements and HVAC Upgrades at Various Schools on a Yearly Basis
5. Transportation (Regular and Special Need Buses) (No Growth Included)

We continue to work closely with our transportation and zoning department and have adjusted our focus on the location and timing of several projects due to the changing growth projections across the county. The Covid-19 situation has also been considered in our planning of buildings. Our zoning and attendance personnel are continually assessing our needs at each school in determining enrollment across the district during this difficult time. Assumptions are based on current growth trends, communications with local government officials, monitoring platted subdivisions and developments and residential building permits issued.

Some highlights of this plan are:

- Funding for land has been received and we continue our search for school sites for future growth.
- Delayed the opening of the south elementary school until 2022 due to issues with Covid-19 related to materials availability, design and construction schedules. This project has been funded.
- Deferred the opening of the elementary school in the east portion of the county until 2023 due to lower enrollment.
- This plan allows us to postpone the design and construction of a high school in the northwest portion of the county for a period of time.
- We are requesting funding for the replacement construction of Brentwood Middle School. We have discussed the educational program, site constraints, operation of the existing school during programming and construction with the architect.

- Construction of classroom additions at Ravenwood, Summit, and Centennial high schools to increase enrollments. These designs will be very similar to the recent addition constructed at Independence High School.
- Planning for new high schools in the south area of the county with a partial funding request in 2023-2024 SY.
- Construct an addition to our transportation building to accommodate growth.

Maintenance of our facilities is critical to the overall condition of our schools. Therefore, we are requesting funding for asphalt parking lot improvements, new roofs, wastewater treatment plant upgrades and funding for yearly upgrades to our aging HVAC systems.

Transportation needs are included in the plan for the replacement of existing buses within our fleet. These include general education and special needs buses. The plan does not include the cost of buses needed for growth. Attached for your review is the proposed capital plan.

1320 West Main Street Suite 202
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Phone (615) 472-4000
Fax (615) 472-4190
Website: <http://www.wcs.edu>



MEMORANDUM

TO: Williamson County Board of Education

FROM: Dr. Leigh Webb, Assistant Superintendent

CC: Mr. Jason Golden, Superintendent

DATE: November 4, 2020

SUBJECT: WCS School Board Policy 4.211, Work-Based Learning Program

WCS School Board Policy 4.211 provides guidance for student involvement Work-Based Learning within our district. Though the Tennessee State Department of Education Work-Based Learning Policy Guide allows students to begin participation at age 16, staff has previously recommended restricting our district participation to only seniors as aligned strategically to a career interest. During this academic year impacted heavily by COVID-19, staff recommends a waiver of WCS Board Policy restrictions to allow participation in 2020-2021 and 2021-2022 school years by juniors who meet other state guidance for participation in WBL. Students transitioning back to on-campus instruction after a semester of WCS Online would benefit from this course selection.

As always, staff is recommending this policy for official review by the WCS School Board Policy Committee.

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Work-Based Learning Program</h2>	Descriptor Code: 4.211	Issued Date: 06/17/19
		Rescinds: 4.2093	Issued: 06/15/15

1 A work-based learning program is provided by Williamson County Schools (“WCS”) for all students
 2 according to policies and procedures of the Tennessee State Board of Education, and as described in
 3 the Tennessee State Department of Education Work-Based Learning Policy Guide.¹

4 Structured work-based learning experiences may include registered apprenticeships, cooperative
 5 education, transition, internships, school-based enterprises, health science clinicals, service learning,
 6 job shadowing, and career practicum courses. Structured learning experiences must be related to the
 7 student’s Career and Technical Education Focus area or to the student’s career goals, and must provide
 8 for close student supervision.

9 Safeguards, identified by local, federal or state agencies, will be implemented to protect students and
 10 current employees. When appropriate the Williamson County Risk Management Department will be
 11 consulted with and made aware of work-based learning programs.

12 Any activity to be considered a “work-based learning activity” should meet each of the basic
 13 prerequisite criteria listed below.

- 14 1. The student must secure a Work-Based Learning placement (job) related to the student’s CTE
 15 Elective Focus or career interest that will be an extraordinary capstone experience taking the
 16 place of a high school course.
- 17
- 18 2. The student must complete the Work-Based Learning application.
- 19
- 20 3. The student must be a senior and have approval of the appropriate Work-Based Learning
 21 Coordinator, Principal (designee), and Executive Director of Career and Technical Education.
- 22
- 23 4. The student must have passed all courses the previous semester and while enrolled in Work-
 24 Based Learning.
- 25
- 26 5. The student must have satisfactory record of grades, attendance, and behavior.
- 27
- 28 6. The student must have no more than five (5) unexcused absences per the truancy laws of the
 29 State of Tennessee while participating in the Work-Based Learning program. Students not
 30 meeting this standard at the end of the semester may not be permitted to continue in the Work-
 31 Based Learning program during the next semester.
- 32
- 33 7. The student must have reliable transportation to the placement site.

1 8. The student must average five (5) hours per week for 1 credit in Work-Based Learning or ten
2 (10) hours per week for 2 credits in Work-Based Learning.

3 The following student eligibility standards will be required:

- 4 1. Students participating in a school-approved experience must have passed all courses from the
5 prior semester and pass all courses while enrolled in Work-Based Learning.
6 2. Students must maintain a job and school attendance rate of no more than five (5) unexcused
7 absences while participating in a school-approved experience.

8 For students eligible for special education, more stringent eligibility requirements shall not go beyond
9 state and/or federal regulations that pertain to special education support services. Individualized
10 Education Plans (IEPs), which include a transition plan, will be the determining factor for participation
11 in work-based learning.

Legal References

1. State Board of Education Policy 2.103(5); TN State Dept. of Ed. Work-Based Learning Policy Guide (2017)

Cross References

Insurance Management 3.600

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MEMORANDUM

DATE: November 6, 2020

TO: Williamson County School Board

FROM: Dana Ausbrooks, General Counsel

CC: Jason Golden, Superintendent of Schools

RE: List of Dismissal Hearing Officers

Pursuant to Tenn. Code Ann. § 49-2-301(GG)(i), the Superintendent of Schools director may dismiss any nontenured, licensed employee under the Superintendent's jurisdiction for incompetence, inefficiency, insubordination, improper conduct or neglect of duty, after giving the employee, in writing, due notice of the charge or charges and providing a hearing; provided, that no nontenured, licensed employee under the director's jurisdiction shall be dismissed without first having been given, in writing:

- (a) Notice of the charge or charges;
- (b) An opportunity for a full and complete hearing before an impartial hearing officer selected by the board;
- (c) An opportunity to be represented by counsel;
- (d) An opportunity to call and subpoena witnesses;
- (e) An opportunity to examine all witnesses; and
- (f) The right to require that all testimony be given under oath.

The Board must approve impartial hearing officers. TSBA compiles a list of dismissal hearing officers annually. Attached is the 2020 list of dismissal hearing officers from TSBA.

Staff recommends approval of the 2020 Dismissal Hearing Officers List.

EAST	MIDDLE	WEST
<p>D. Scott Bennett Bennett & DeCamp, PLLC Flatiron Building 707 Georgia Avenue, Ste. 300 Chattanooga, TN 37402 423-498-3791 dsb@bennettdecamp.com</p>	<p>Randall Bennett Law Office of Randall Bennett 3663 Shores Road Murfreesboro, TN 37128 Phone 615-838-2579 rgblaw@comcast.net</p>	<p>Bill Barron Barron & Johnson 124 E. Court Square Trenton, TN 38382 731-855-0403 bar_john@bellsouth.net</p>
<p>J. Michael Billingsley City of Kingsport Attorney 1324 Midland Dr. Kingsport, TN 37664 423-229-9464 mikebillingsley@kingsporttn.gov</p>	<p>Sam L. Jackson Bone McAllester Norton PLLC 511 Union Street Ste. 1600 Nashville, TN 37219 615-238-6312 sjackson@bonelaw.com</p>	<p>Dale Conder, Jr Rainey Kizer Reviere & Bell PLC 209 E. Main St. Jackson, TN 38302 731-426-8130 dconder@raineykizer.com</p>
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<p>John C. Duffy P.O. Box 11007 Knoxville, TN 37939-1007 jduffy@johncduffy.com 865-766-0904</p>	<p>Gerald B. Kirksey Kirksey & Cron, PLC 5214 Virginia Way, Ste. 207 Brentwood, TN 37027 615-369-9991 gkirksey@kirkcron.com</p>	<p>Thomas M. Minor Minor Johnston Douglas, PLLC 124 E. Market St. Somerville, TN 38068 901-465-3117 tminor@minordouglas.com</p>
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