



Williamson County Board Policy Committee

May 3, 2021 6:00 PM

Support Services Building - Professional Development Room

1. Agenda

2. Superintendent's Evaluation Tool and Evaluation Timeline

3. Board Policies Second Reading

a. 1.403 Agendas

4. Board Policies First Reading

a. 3.604 Public Records Request

b. 5.100 Personnel Goals (New)

c. 5.202 Separation Practices for Classified Employees

d. 6.405 Medicines

5. Policy for Deletion

a. 5.3051 Families First Coronavirus Response Act

Williamson County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 01/21/20
		Rescinds: 1.403	Issued: 01/18/18

1 The Chair and the Superintendent of Schools shall determine the agenda.¹ While developing the
2 agenda, the Chair and Superintendent shall identify routine or non-controversial items to be placed on
3 the consent agenda, which shall become a part of the regular agenda. If any member objects to
4 including an item on the consent agenda, that item shall be moved to the regular agenda as an action
5 item requiring discussion. The remaining consent items shall be adopted in a single vote without
6 discussion.

7 Additional items of business may be placed on the board work session agenda under “Topics for
8 Discussion” at the request of a board member made in writing. Board members wishing to suggest an
9 item of business for the agenda shall notify the Superintendent and Chair in writing at least ten (10)
10 working days before the board work session. The Board may from time to time invite subject matter
11 experts to provide informational presentations as part of the work session agenda.

12 Regular meetings shall be conducted under the following order of business:

- 13 1. Call to Order, Pledge and Moment of Silence
- 14 2. Items of Public Interest (Public Comment)**
- 15 3. Approval of Agenda*/Items of Consent (Consent Agenda)
- 16 4. Communications to the Board (requiring no action)
- 17 5. Unfinished Business
- 18 6. New Business
- 19 7. Adjournment

20 *Note: Once the agenda has been approved, it may not be changed without action to set aside Board
21 policy.

22 **Thirty (30) minutes will be placed on the agenda for the Chair to recognize individuals to make
23 comments. At the discretion of the Chair, this time may be extended. Williamson County residents and
24 WCS employees shall have first priority. In the event time remains, the Chair may allow nonresidents
25 to speak. All persons addressing the Board will state his/her name, provide his/her address and provide
26 the name of the organization or group he/she represents before addressing the Board. The Board
27 reserves the right to limit the time of any speaker. The Chair shall have the authority to terminate the
28 remarks of any individual who is disruptive or does not adhere to Board rules.²

29 Under the tenure recommendations section of the agenda, if a Board member requests that any specific
30 tenure recommendation(s) be acted upon separately, this request will be honored automatically.

31 Agendas for special meetings of the School Board shall be established pursuant to requirements
32 established by Tennessee law. *Fifteen (15) minutes will be placed on the agenda for the Chair to*

- 1 *recognize individuals to make public comment. At the discretion of the Chair, this time may be extended.*
2 *Public Comment is limited to the business related to*
3 *the call of the meeting and the details related to the agenda item(s) discussed or transacted by the*
4 *Board at a special meeting. Williamson County residents and WCS employees shall have first priority.*
5 *In the event time remains, the Chair may allow nonresidents to speak. All persons addressing the*
6 *Board will state his/her name, provide his/her address and provide the name of the organization or*
7 *group he/she represents before addressing the Board. The Board reserves the right to limit the time of*
8 *any speaker. The Chair shall have the authority to terminate the remarks of any individual who is*
9 *disruptive or does not adhere to Board rules.*³
- 10 The agenda shall be available at each meeting for visitors. The agenda shall be available online to the
11 members, the media, and the public.

Legal References

1. TCA 49-2-206
2. TCA 39-17-306
3. [TCA 39-17-306](#)

Cross References

- Duties of Officers 1.201
Executive Committee 1.301

Williamson County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Public Records Request	Descriptor Code: 3.604	Issued Date: 04/20/20
		Rescinds: 3.604	Issued: 08/21/17

1 The Tennessee Public Records Act (“TPRA”) provides that all state, county and municipal records
2 shall, at all times during business hours be open for personal inspection by any citizen of this state, and
3 those in charge of the records shall not refuse such right of inspection to any Tennessee citizen, unless
4 otherwise provided by state law.¹ Accordingly, the public records of Williamson County Schools
5 (“WCS”) are presumed to be open for inspection unless otherwise provided by law. Access to public
6 records shall be limited to Tennessee citizens.

7 Personnel of Williamson County Schools shall timely and efficiently provide access and assistance to
8 Tennessee citizens requesting to view or receive copies of public records to the degree required by
9 applicable law. No provisions of this Policy shall be used to hinder access to open public records.
10 However, the integrity and organization of public records, as well as the efficient and safe operation of
11 Williamson County, shall be protected as provided by current law. Concerns about this Policy should
12 be addressed to the Public Records Request Coordinator for Williamson County Schools or to the
13 Tennessee Office of Open Records Counsel (“OORC”).

14 This Policy is available for inspection and duplication at the Williamson County School’s central
15 office and at www.wcs.edu. This Policy shall be reviewed every two years to ensure continued
16 compliance with applicable law.

17 This Policy shall be applied consistently throughout the various offices, departments, and/or divisions
18 of Williamson County Schools.

19 **Definitions:**

- 20 1. Records Custodian: The office, official or employee lawfully responsible for the direct custody
21 and care of a public record. The records custodian is not necessarily the original preparer or
22 receiver of the record.
23
- 24 2. Public Records: All documents, papers, letters, maps, books, photographs, microfilms,
25 electronic data processing files and output, films, sound recordings, or other material,
26 regardless of physical form or characteristics, made or received pursuant to law or ordinance or
27 in connection with the transaction of official business by any governmental agency.
28
- 29 3. Public Records Request Coordinator: The individual, or individuals, designated in Section III,
30 A.3 of this Policy who has, or have, the responsibility to ensure public record requests are
31 routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. The
32 Public Records Request Coordinator (“PRRC”) may also be a records custodian.

- 1 4. Requestor: A Tennessee Citizen seeking access to a public record, whether it is for inspection
2 or duplication.

3 Requesting Access to Public Records

- 4 1. Public record requests shall be made to the Public Records Request Coordinator
5 ("Coordinator") or his/her designee in order to ensure public record requests are routed to the
6 appropriate records custodian and fulfilled in a timely manner.

7
8 ~~Requests for inspections may be made orally. WCS would, however, prefer but does not~~
9 ~~require a written or digital request. The Coordinator shall, however, request a U.S. mail address~~
10 ~~or email address from the Requestor in order to provide any written communication required~~
11 ~~under the TPRA.~~

- 12
13 2. Requests for inspection may be made orally, in writing or in person at the Williamson County
14 Schools Central Office located at 1320 Main Street, Suite 202, Franklin, Tennessee 37064; by
15 U.S. mail at the Williamson County Schools, 1320 Main Street, Suite 202, Franklin, Tennessee
16 37064 or by calling Williamson County Schools at 615-472-4000. *WCS would prefer but does*
17 *not require a written or digital request. The Coordinator shall, however, request a U.S. mail*
18 *address or email address from the Requestor in order to provide any written communication*
19 *required under the TPRA.*

- 20
21 3. Requests for copies of public records shall be made in writing delivered in one of the following
22 ways: in person at the Williamson County Schools Central Office located at 1320 Main Street,
23 Suite 202, Franklin, Tennessee 37064; by U.S. mail at the Williamson County Schools, 1320
24 Main Street, Suite 202, Franklin, Tennessee 37064 or by calling Williamson County Schools at
25 615-472-4000.

- 26
27 4. *Request made on social media will not be accepted. Requests for either inspection or copies*
28 *should be made in the manner described in the paragraphs above, directed to the PRRC as*
29 *provided herein, in order to receive prompt attention.*

- 30
31 5. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license or
32 alternative acceptable form of ID is not required as a condition to inspect or receive copies of
33 public records, unless there is an indication that the Requestor is not a Tennessee citizen.

34 Responding to Public Records Requests

- 35 1. The Coordinator shall review public record requests and make an initial determination of the
36 following: a. If the requestor provided evidence of Tennessee citizenship; b. Whether the
37 records requested are described with sufficient specificity to identify them; and c. Whether the
38 records are Williamson County Schools records and, if so, what Williamson County School is
39 the custodian of the records
- 40
41 2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate
42 action(s):
43

- 1 a. Advise the requestor of this Policy and ask for proof of Tennessee citizenship;
- 2
- 3 b. If the requestor asks for copies explain the form that needs to be completed and any
- 4 fees, if not otherwise waived.
- 5
- 6 c. If permitted under this Policy, the Custodian shall inform the requestor in writing that
- 7 the request has been denied and an explanation of the reason why the request is denied,
- 8 including any one of the following reasons:
 - 9 i. The requestor is not, or has not presented evidence of being, a Tennessee citizen.
 - 10 ii. The requestor's description of the records is not specific enough to determine
 - 11 what records are being requested.
 - 12 iii. An exemption makes the record not subject to disclosure under the TPRA and
 - 13 provide the exemption in written detail.
 - 14 iv. Williamson County Schools are not the custodian of the requested records.
 - 15 v. The records do not exist.
- 16
- 17 d. If appropriate, contact the requestor to see if the public records request can be narrowed
- 18 and/or clarified.
- 19
- 20 e. If known, forward the records request to the appropriate records custodian in
- 21 Williamson County School.
- 22
- 23 f. If requested records are in the custody of a different governmental entity, and the
- 24 Coordinator knows the correct governmental entity, advise the requestor of the correct
- 25 governmental entity and Coordinator for that entity if known.
- 26
- 27 3. The designated Coordinators for Williamson County Schools are:
 - 28
 - 29 a. For Requests from citizens of the State of Tennessee to Williamson County Schools is
 - 30 the General Counsel for Williamson County Schools;
 - 31
 - 32 b. For Personnel Requests to Williamson County Schools is the Assistant Superintendent
 - 33 of Human Resources;
 - 34
 - 35 c. For Media Requests to Williamson County Schools is the Communications Director;
 - 36
 - 37 d. Contact Information: Williamson County Schools, 1320 West Main Street, Suite 202,
 - 38 Franklin, Tennessee 37064; public.records@wcs.edu.
 - 39
- 40 4. Distributing Public Records Request to the Appropriate Records Custodian:
 - 41
 - 42 a. Upon receiving a public records request, a records custodian shall promptly make
 - 43 requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If
 - 44 the records custodian is uncertain that an applicable exemption applies, the custodian
 - 45 may consult with the Coordinator, legal counsel, or the Office of Records Counsel.
 - 46

- 1 b. If not practicable to promptly provide requested records because additional time is
2 necessary to determine whether the requested records exist; to search for, retrieve, or
3 otherwise gain access to records; to determine whether the records are open; to redact
4 records; or for other similar reasons, then a records custodian shall, within seven (7)
5 business days from the records custodian's receipt of the request notify the requestor in
6 writing.
- 7
- 8 c. If a records custodian denies a public record request, he or she shall deny the request in
9 writing.
- 10
- 11 d. If a records custodian reasonably determines production of records should be segmented
12 because the records request is for a large volume of records, or additional time is
13 necessary to prepare the records for access, the records custodian shall notify the
14 requestor in writing that production of the records will be in segments and that a records
15 production schedule will be provided as expeditiously as practicable. If appropriate, the
16 records custodian should contact the requestor to see if the request can be narrowed.
- 17
- 18 e. If a records custodian discovers records responsive to a records request were omitted,
19 the records custodian should contact the requestor concerning the omission and produce
20 the records as quickly as practicable.
- 21
- 22 5. Redacting Confidential Information or Information not otherwise subject to the Public Records
23 Act.
- 24
- 25 a. If a record contains confidential information or information that is not open for public
26 inspection, the records custodian shall prepare a redacted copy prior to providing
27 access. If questions arise concerning redaction, the records custodian should coordinate
28 with counsel or other appropriate parties regarding review and redaction of records.
- 29
- 30 b. Whenever a redacted record is provided, a records custodian should provide the
31 requestor with the basis for redaction. The basis given for redaction shall be general in
32 nature and not disclose confidential information. A records custodian is otherwise not
33 required to provide any sort of privilege log.
- 34
- 35 6. Inspection of Records
- 36
- 37 a. There shall be no charge for inspection of open public records that are subject to
38 inspection under the TPRA.
- 39
- 40 b. Inspection of public records shall take place at Williamson County Schools located in
41 Williamson County, Tennessee. The location for inspection of public records within
42 Williamson County Schools shall be determined by the PRRC or the appropriate
43 records custodian. A member of WCS staff will assist the requestor while inspecting
44 public records.
- 45

- 1 c. Appointments for inspection of public records are required. The record Custodian will
2 cooperate with the requester and try to schedule a time during regular business hours
3 that is convenient for the requestor.

4 7. Copies of Records

- 5
6 a. A records custodian shall promptly respond to a public record request for copies.
7
8 b. Copies will be available for pickup at a location specified by the records custodian.
9
10 c. Upon payment for postage, copies will be delivered to the requestor's home address by
11 the United States Postal Service.
12
13 d. A requestor is not permitted to make copies of records with any type of personal
14 equipment, including but not limited to cell phones, portable scanners, flash drives or
15 portable copy machines, and is prohibited from removing the records to have copied by
16 a third party.

17
18 8. Fees and Charges and Procedures for Billing and Payment

- 19
20 a. Records custodians shall provide requestors with an itemized estimate of the charges
21 prior to producing copies of records, to the extent possible, and may require pre-
22 payment of such charges before producing requested records.
23
24 b. When fees for copies and labor do not exceed five dollars (\$5.00), the fees may be
25 waived. Requests for waivers of any fees above must be presented to the Coordinator
26 who is authorized to determine if such waiver is in the best interest of Williamson
27 County and in the public good. Fees associated with aggregated records requests will
28 not be waived.
29
30 c. The Superintendent, or his or her designee, may waive or reduce any part of the fees
31 calculated under this policy upon a submission of a written request for waiver or
32 reduction. Any decision to waive or reduce the fees is in the sole discretion of the
33 Superintendent, is not subject to judicial review and does not establish any precedent.
34
35 d. Payment in advance is required for all requests for copies of public records. *Requestors*
36 *must pay by personal or cashier's check payable to Williamson County Schools*
37 *delivered as specified by the PRRC. If the requestor's check does not clear, Williamson*
38 *County Schools will not comply with any public records requests by that requestor until*
39 *payment, including any processing fees related to the check, is received in full.*
40
41 e. Fees and charges for copies are as follows:
42 i. \$0.15 per page for letter- and legal-size black and white copies.
43 ii. \$0.50 per page for letter- and legal-size color copies.
44 iii. Other fees: A Public Records Custodian may charge higher fees for copies of
45 documents that are on a medium other than 8½ x 11 inch paper or 8½ x 14 inch
46 paper.

- 1 iv. Cost of Labor to produce copies. When the total time to fulfill a public records
2 request exceeds 1 hour the records custodian may charge the Requester a labor
3 fee after the Requester is notified of the labor charge.
 - 4 1. In calculating the charge for labor, a Records Custodian shall determine
5 the number of hours each employee spent producing a request.
 - 6 2. The Records Custodian shall then subtract the 1 hour threshold from the
7 number of hours the highest paid employee spent producing the request.
 - 8 3. The Records Custodian will then multiply the total number of hours to be
9 charged for the labor of each employee by that employee's hourly wage.
 - 10 4. Finally, the Records Custodian will add together the totals for all the
11 employees involved in the request and that will be the total amount of
12 labor that can be charged.
- 13 v. In calculating the charge for labor, a Records Custodian shall determine the
14 number of hours each employee spent producing a request.
- 15 vi. The Records Custodian shall then subtract the 1 hour threshold from the number
16 of hours the highest paid employee spent producing the request.
- 17 vii. The Records Custodian will then multiply the total number of hours to be
18 charged for the labor of each employee by that employee's hourly wage.
- 19 viii. Finally, the Records Custodian will add together the totals for all the employees
20 involved in the request and that will be the total amount of labor that can be
21 charged.
- 22 ix. If an outside vendor is used, the actual costs assessed by the vendor.

23 9. Aggregation of Frequent and Multiple Requests.

- 24 a. Williamson County Schools may aggregate public record requests when more than (4)
25 requests are received within a calendar month either from a single individual or a group
26 of individuals deemed working in concert, and WCS adopts the "Frequent and Multiple
27 Request Policy" and any successor policy developed by the Office of Open Records
28 Counsel.
29
- 30 b. Such requests may be aggregated on any level whether by school, department, program,
31 office or otherwise.
32
- 33 c. The PRRC is responsible for making the determination that a group of individuals are
34 working in concert. The PRRC must inform the individuals that they are deemed to be
35 working in concert and that they have the right to appeal the decision to the Office of
36 Open Records Counsel.
37

38 10. Failure to Inspect or to Pay for Copies

- 39 a. *If a requestor make two (2) or more requests to view a public record within a six-month*
40 *period and, for each request, the requestor fails to view the public record within fifteen*
41 *(15) business days of receiving notification that the record is available to view,*
42 *Williamson County Schools will not comply with any records request from that*
43 *requestor for a period of six (6) months from the date of the second request to view the*
44 *record.*
45

- 1 *public records request unless the Superintendent or designee determines there was*
2 *good cause for the failure to view the public record.*
3 *b. If, after agreeing to pay an estimated cost prior to the production of copies, a requestor*
4 *fails to pay the cost to produce the requested copies, Williamson County Schools will*
5 *not comply with any public records request from the requestor until payment is*
6 *received.*

Legal References

1. TCA 10-7-503(a)(2)(A)

PUBLIC RECORDS REQUEST FORM

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

To: Williamson County Schools

Requestor's Name: _____

Requestor's Address: _____

Requestor's Phone Number and Email: _____

Is the requestor a Tennessee citizen? ___Yes___No

Request: ___ Inspection (The TPRA does not permit fees or require a written request for inspection only).

___ Copy/Duplicate (The cost for copies is .15 per page for black and white copies).

Records Requested:

Provide a detailed description of the record(s) requested, including (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable Williamson County Schools to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

Signature of Requestor and Date Submitted

Date Received by Williamson County Schools

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Personnel Goals</h2>	Descriptor Code: <h3 style="text-align: center;">5.100</h3>	Issued Date:
		Rescinds:	Issued:

1 The Board's personnel goals are as follows:

- 2 1. To ensure that the Superintendent of Schools recruits and employs the best qualified individuals
- 3 to staff the school district;
- 4 2. To provide compensation, benefits, and working environments sufficient to attract and retain
- 5 qualified employees;
- 6 3. To set goals for educator diversity that take into consideration the diversity of the student
- 7 population;¹
- 8 4. To provide an in-service training program for all employees to improve their performance; and
- 9 5. To conduct an evaluation program that will contribute to the continuous improvement of staff
- 10 performance.

Legal References

1. State Board of Education Policy 5.700; TCA 49-1-302(g)

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Classified Employees	Descriptor Code: 5.202	Issued Date:
		Rescinds: 5.1064	Issued: 06/19/17

1 **SUSPENSION**

2 A Superintendent of Schools or his/her designee may suspend an employee at any time when deemed necessary.¹

3 **DISMISSAL**

4 All classified employees are employed at the will of the Superintendent. The Superintendent of Schools may
5 dismiss any non-certified employee during the year for any lawful reason.

6 **RESIGNATION**

7 Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten
8 (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be
9 waived by the Superintendent of Schools for justifiable reason.

10 The immediate supervisor shall forward copies the day received to the Human Resources' office. The payroll
11 office will prepare final payment for the next appropriate scheduled pay day.

12 **RETIREMENT**

13 Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits
14 from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire
15 at any age according to the provisions of the retirement system.

16 Central office personnel shall assist employees in securing retirement benefits, however, it shall be the
17 responsibility of the retiring employee to obtain verification of eligibility in writing from TCRS to the central
18 office. It shall be the responsibility of the retiring employee to file for eligible benefits. Employees who retire
19 under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits.
20

Legal References

1. TCA 49-2-301(b)(1)(EE)—(FF)

Cross References

Recommendations and File Transfers 5.203

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Discipline Procedures for Classified Personnel	Descriptor Code: 5.1064	Issued Date: 06/19/17
		Rescinds: 5.1064	Issued: 06/18/14

1 It shall be the duty of each classified employee to maintain high standards of cooperation, efficiency
2 and economy in the employee's work for the Board of Education ("Board"). A supervisor or designee
3 shall organize and direct work to achieve these objectives. When work habits, attitudes, or personal
4 conduct fall below a desirable standard, the supervisor or designee should promptly point out the
5 deficiencies. Warning in sufficient time for improvement should precede formal disciplinary action,
6 but nothing in this policy shall prevent immediate formal action whenever safety or the interest of the
7 Board requires it.

8 All classified personnel are expressly deemed to be at-will employees and serve at the will of the
9 Superintendent.¹

10 **TYPES OF DISCIPLINE**

11 In the interest of good discipline, the Superintendent may suspend an employee without pay pending
12 further investigation of the causes of said suspension and/or ultimate disposition of the case. An
13 employee who is suspended shall be given notice of the suspension and a statement of the reason for
14 action.

15 An employee may be: reprimanded either orally or in writing; demoted; suspended with or without pay
16 for a specified number of days; or dismissed.

17 **PROCEDURES**

18 The Superintendent or designee shall provide written notice to an employee when disciplinary action
19 other than oral or written reprimand has been recommended to the Superintendent by the employee's
20 immediate supervisor. The notice shall be accomplished by personal delivery or certified mail. In
21 addition to service by personal delivery or certified mail, the notice may be delivered electronically.
22 The notice shall contain the following information:

- 23 1. The factual basis for the consideration of disciplinary action.
- 24
- 25 2. A statement to the employee that he/she has a right to respond in writing to the notice within
26 ten (10) working days from the date shown on the notice sent to the employee.
- 27
- 28 3. A statement to the employee of his/her right to request a meeting with the Superintendent to
29 appeal the decision.
- 30

1 4. A statement that the employee shall be notified within ten (10) working days following the
2 meeting of the results.

3 The employee shall have the right to respond to the Superintendent regarding the recommendation
4 within ten (10) working days from the date shown on the notice sent to the employee. An employee's
5 failure to respond or request a meeting with the Superintendent shall be conclusive evidence of the
6 employee's acceptance of the disciplinary decision.

7 The decision of the Superintendent shall be final.

Legal References

1. TCA 49-2-301

Cross Reference

Dismissal of Employees 5.201

Williamson County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 11/18/19
		Rescinds: 6.405	Issued: 06/23/14

1 If under exceptional circumstances a student is required to take non-prescription or prescription
2 medication during school hours and the parent/guardian cannot be at school to administer the medication,
3 only the principal/designee will assist in self-administration of the medication if the student is competent
4 to self-administer medicine with assistance in compliance with the following regulations.¹

5 Written instructions signed by the parent/guardian will be required and will include:

- 6 1. Child's name;
- 7 2. Name of medication;
- 8 3. Name of physician;
- 9 4. Time to be self-administered;
- 10 5. Dosage and directions for self-administration (non-prescription medicines must have label
11 direction);
- 12 6. Possible side effects, if known; and
- 13 7. Termination date for self-administration of the medication.

14
15 *Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever*
16 *inhalers if the additional information is provided by a parent/guardian:*

- 17
18 1. *Written statement from the prescribing health care practitioner that the student suffers from*
19 *asthma and has been instructed in self-administration; and*
- 20
21 2. *Purpose of the medication.*

22
23 The medication *shall* ~~must be~~ delivered in person to either the school nurse or designated school
24 personnel by the parent/guardian of the student unless the medication must be retained by the student for
25 immediate self-administration (~~i.e. students with asthma~~).

26
27 The administrator/designee will:

- 28 1. Inform appropriate school personnel of the medication to be self-administered;
- 29 2. Keep written instructions from parent/guardian in student's record;
- 30 3. Keep an accurate record of the self-administration of the medication;

- 1 4. Keep all medication in a locked cabinet except medication retained by a student per physician's
2 order;
- 3 5. Return unused prescription to the parent/guardian only; and
- 4 6. Ensure that all guidelines developed by the Department of Health and the Department of
5 Education are followed.

6 The parent/guardian is responsible for informing the designated official of any change in the student's
7 health or change in medication.

8 A copy of this policy shall be provided to a parent/guardian upon receipt of a request for long-term
9 administration of medication.

10 **BLOOD GLUCOSE SELF-CHECKS²**

11 Upon written request of a parent/guardian and if included in the student's medical management plan and
12 in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood
13 glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies,
14 including sharps. The student shall be permitted to perform the testing in any area of the school or school
15 grounds at any time necessary.

16 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of
17 such sharps is appropriate.

18 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee
19 Occupational Safety and Health Administration (TOSHA).³

20 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS⁴**

21 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage
22 their prescribed medication in a manner directed by a licensed healthcare provider without additional
23 assistance or direction. The Superintendent of Schools/designee shall develop procedures for the
24 development of an IHP for every student that wishes to self-administer.

25 **STUDENTS WITH ADRENAL INSUFFICIENCY⁵**

26 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of
27 the student's diagnosis. Once notified, the district shall observe the following procedure:

- 28 1. The district shall train school personnel who will be responsible for administering the
29 medication for the treatment of adrenal insufficiency and any who volunteer to administer the
30 medication.
- 31 2. The district shall maintain a record of all school personnel who have completed this training.
- 32 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care
33 professional may administer the prescribed medication to the student. If a school nurse or other
34 professional may administer the prescribed medication to the student. If a school nurse or other
35 professional may administer the prescribed medication to the student.

1 licensed health care professional is not immediately available, trained school personnel may
2 administer the prescribed medication.

3 The Superintendent of Schools/designee shall develop procedures on the administration of medications
4 that treat adrenal insufficiency, *including the treatment of an adrenal crisis while on school*
5 *transportation and during activities such as field trips, and recordkeeping per state law.* ~~and~~
6 ~~recordkeeping per rules set forth by the State Board of Education.~~

Legal References

1. TCA 49-50-1602; *TRR/MS 0520-01-13.03*
2. TCA 49-50-1602(d)(7)
3. ~~TCA 49-50-1601~~; State Board of Education Policy 4.205; *TRR/MS 0800-01-10*
4. ~~TCA 49-50-1601~~ *TRR/MS 0520-01-12*; State Board of Education Policy 4.205
5. *TRR/MS 0520-01-13*; State Board of Education Policy 4.205

Cross References

Promoting Student Welfare 6.400
Emergency Allergy Response Plan 6.412

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term FAMILIES FIRST CORONAVIRUS RESPONSE ACT	Descriptor Code: 5.3051	Issued Date: 12/17/20
		Rescinds: 5.3051	Issued: 06/15/20

1 *General*¹

2 The Superintendent of Schools/designee shall post notice of FFCRA requirements and create any
3 necessary administrative procedures. Employees should seek clarification from the Assistant
4 Superintendent of Human Resources if they have questions regarding the total amount of leave and
5 pay available to them.

6 **PAID SICK LEAVE**

7 Employees are entitled to up to two (2) weeks of paid sick leave if they are unable to work or telework
8 because the employee:²

- 9 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- 10 11 2. has been advised by a health care provider to self-quarantine related to COVID-19;
- 12 13 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- 14 15 4. is caring for an individual subject to or advised to quarantine or isolate due to COVID-19. The
16 individual must be someone with a personal relationship to the employee;
- 17 18 5. is caring for his/her son or daughter whose school or place of care is closed, or person who
19 regularly provides child care is unavailable, for reasons related to COVID-19 and no other
20 suitable person is available to care for the child during the requested period of leave. Son or
21 daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child
22 of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older
23 who is incapable of self-care because of a mental or physical disability; or
- 24 25 6. is experiencing any other substantially similar condition specified by the Secretary of Health
26 and Human Services, in consultation with the Secretaries of Labor and Treasury.

27 This paid leave may be taken if there is work available for the employee to complete and the employee
28 is unable to work or telework for one of the above reasons. Such leave is in addition to any paid leave
29 that an employee may already be entitled to (e.g. existing sick leave). Employees are not required to
30 exhaust any other paid leave benefit in order to utilize this new category of paid sick leave.

1 EXPANDED FMLA LEAVE

2 Full-time or part-time employees who have been on the payroll for thirty (30) calendar days prior to the
3 beginning of the leave are eligible for expanded FMLA leave (EFMLEA). This includes employees who
4 were laid off or terminated after March 1, 2020, who had worked for the district for at least thirty (30)
5 of the prior sixty (60) calendar days and were subsequently rehired or otherwise employed by the
6 district.³

7 Under the FFCRA, an employee qualifies for EFMLEA leave if the employee is unable to work or
8 telework due to the need to care for his/her son or daughter because of a school or child care facility
9 closure or because the person who regularly provides child care (i.e. this could include a family member
10 or a neighbor) is unavailable for reasons related to COVID-19.⁴ In these circumstances, a son or daughter
11 is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing
12 *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care
13 because of a mental or physical disability.

14 Qualifying employees may take twelve (12) weeks of EFMLEA leave.⁵ The amount of leave available
15 may be impacted by any prior use of FMLA.⁶

16 The first ten (10) days of EFMLEA leave shall be unpaid, however, an employee may choose to take
17 any existing leave benefit during this time. After ten (10) days, EFMLEA leave is paid at two-thirds
18 (2/3) the rate of the employee's regular rate of pay, unless he/she chooses to utilize accrued sick leave
19 or annual leave to cover those days or the amount is capped per federal law.⁷

Legal References

1. Families First Coronavirus Response Act, Pub. L. No. 116-127, §§ 3102, 5101, et seq. (2020)
2. 29 CFR § 826.20(a); 29 CFR § 826.21; 29 CFR § 826.30(a)
3. 29 CFR § 826.30(b); Coronavirus Aid, Relief, and Economic Security Act (CARES Act), § 3605 (2020)
4. 29 CFR § 826.20(b)
5. 29 CFR § 826.23
6. 29 CFR § 826.23(b); 29 CFR § 826.70
7. 29 CFR § 826.24

Cross References

Sick Leave-Teacher 5.302
Sick Leave-Classified 5.3022