



Williamson County Board Policy Committee

June 7, 2021 6:00 PM

Support Services Building - Professional Development Room

1. Agenda

2. Board Policies Second 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

3. Policy for Deletion - Second Reading

- a. 5.3051 Families First Coronavirus Response Act

4. Board Policies First Reading

- a. 5.1082 Telework

5. Policy for Discussion

- a. 4.301 Interscholastic Athletics

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 requester 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 requester 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: Personnel Goals	Descriptor Code: 5.100	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

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Telework	Descriptor Code: 5.1082	Issued Date: 06/15/20
		Rescinds:	Issued:

1 **General**

2 Teleworking is a work arrangement where designated employees are allowed to perform their normal
3 duties and responsibilities through the use of hardware and software at an alternate location from their
4 normal work site.

5 The Superintendent may require an employee to telework if the duties and responsibilities of the position
6 are required. An employee's participation in the program will be both initiated and ended at the discretion
7 of the supervisor and/or the Superintendent of Schools. *For the employee to be eligible for telework
8 arrangements, the employee's primary residence shall be located in the state of Tennessee, and the
9 employee must telework from the primary residence located in the state of Tennessee. Employee shall
10 notify his/her supervisor and the Assistant Superintendent of Human Resources at least thirty (30)
11 working days prior to relocating to another state.*

12 *Telework arrangements are not to be considered a universal employee benefit or right. No employee is
13 entitled to or guaranteed the opportunity to a telework arrangement. The Superintendent is responsible
14 for the continued successful operations of Williamson County Schools and thus the Superintendent has
15 the sole discretion to designate positions and/or individuals for telework arrangements. Termination of
16 a teleworking arrangement by the Superintendent, or his/her designee, is not grievable to the Board.*

17 **WORK ENVIRONMENT**

18 Employees approved for telework shall maintain a dedicated and safe work environment.

19 An employee who teleworks shall not allow anyone other than district employees to utilize district
20 provided services or equipment. Employees shall keep remote work and information confidential, in
21 accordance with district policies, procedures, and applicable privacy laws.

22 *Telework arrangements do not change the conditions of employment or required compliance with laws
23 and policies. Employees working via a telework arrangement are subject to the same policies, statutes,
24 and procedures applicable to all employees including, but not limited to, time and attendance and leave
25 policies.*

26 *If approved for telework arrangement, the employee is expected to maintain appropriate levels of
27 productivity and quality of work. If working from a home-based location, the employee will be expected
28 to make arrangements which allow the work site to be a productive work environment during the agreed
29 upon work hours. If a decline in performance is noted, the arrangement may be canceled.*

1 *Williamson County Schools will not be responsible for any additional costs associated with alternate*
2 *work locations such as utilities, home maintenance, etc. The employee will be responsible for any tax*
3 *implications of a home-based work location. For a home-based work location, the employee will be*
4 *responsible for providing insurance coverage for equipment, supplies, etc. provided by the employee.*
5 *The employee will be responsible for compliance with any local zoning ordinances or other restrictions*
6 *related to maintaining a home-based work site. Williamson County Schools will not be liable for any*
7 *finances, penalties, taxes or other expenses that may accrue as a result of any violation of applicable*
8 *restrictions.*

9

Williamson County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 06/17/19
		Rescinds: 4.301	Issued: 09/21/17

1 **I. General Provisions**

- 2
- 3 a. All WCS school sponsored sports programs must be sanctioned by the Tennessee
- 4 Secondary Schools Athletic Association (TSSAA), the Tennessee Middle Schools
- 5 Athletic Association (TMSAA), or the Williamson Middle Athletic Association
- 6 (WMAA).¹ In addition to the items listed below, all other district policies and
- 7 procedures relating to school operations remain in effect for activities relating to school-
- 8 sponsored athletic events.
- 9
- 10 i. The Principal shall be responsible for the administration and control of the
- 11 interscholastic athletic program within his school.
- 12
- 13 ii. The Principal or his designee is required to accompany an athletic team on its
- 14 trips, and all trip requests shall be made according to the procedures established
- 15 by the Williamson County Schools administration.
- 16
- 17 iii. Coaches shall follow the chain of command procedures for Williamson County
- 18 Schools for any request related to athletics. Coaches must obtain a purchase
- 19 order prior to committing the district or any school to purchasing any products
- 20 or service.
- 21
- 22 iv. School athletics are to be coached by personnel employed by Williamson
- 23 County Schools. Such coaches are to be compensated only from Board funds,
- 24 according to the current salary schedule. Coaches shall not receive pay other
- 25 than from Williamson County Schools for any athletic-related services provided
- 26 to any student who is or may be participating in that coach's sport except that
- 27 coaches may participate in school authorized clinics, camps, etc.
- 28
- 29 v. Any student, except as outlined below, shall be eligible to try out for any athletic
- 30 team. Academic and citizenship requirements for being a member of an athletic
- 31 team shall be carefully considered and developed to promote the welfare of the
- 32 individual student. Only students in grade 6-12 shall engage in interscholastic
- 33 activities.
- 34
- 35 vi. Students who move out of their school transportation zone but continue
- 36 attendance in the original school per board policy may continue to participate in
- 37 athletics. The Board specifically forbids recruiting of students in any fashion.
- 38
- 39 vii. Students must have a current athletic physical on file, based on TSSAA
- standards, before being allowed to participate in any extracurricular activity

1 involving athletics in the Williamson County School System.² These activities
2 include but are not limited to weight training outside of the instructional day,
3 conditioning, open facilities, tryouts, practices, and athletic contests. Cost of the
4 examination shall be borne by the parent or guardian of the student.

5
6 viii. Schools may not schedule and students may not participate in any athletic team
7 practice during the school day.³ No student or faculty may be dismissed during
8 the school day from school premises or the regular activities of the student's or
9 school's schedule in order to play an athletic contest or interscholastic game
10 without the written approval of the Superintendent of Schools which will be
11 reported to the Board. This restriction would NOT apply to tournaments/play-off
12 games scheduled by the TSSAA.

13
14 ix. It shall be the responsibility of the parent(s) or guardian to provide health and
15 hospitalization insurance for all students participating in interscholastic
16 athletics.⁴

17
18 x. No person shall, on the basis of sex, be excluded from participation in, be denied
19 the benefits of, be treated differently from another person, or otherwise be
20 discriminated against in any athletic program of the school. Equal athletic
21 opportunity shall be provided for members of both sexes.⁵

22
23 xi. Coaches and other employees of the school district shall not encourage, permit,
24 condone or tolerate hazing activities as part of the athletic program.⁶

25
26 xii. All fundraising requests related to school-sponsored athletic programs must
27 adhere to WCS Board policies governing fundraisers.

28
29 xiii. Schools may charge WCS BOE authorized fees to students who choose to
30 participate in school-sponsored athletic activities.

31
32 b. Any sport not sanctioned by the TSSAA, TMSAA or WMAA sports is not school-
33 sponsored and is often referred to as a "club sport". Because they are not WCS
34 programs, no school funds may be used to support these individual or team sports
35 programs.

36
37 i. Schools cannot provide a pay supplement to any individual who is acting as a
38 coach for any club sport.

39
40 ii. While WCS employees may choose to serve as coaches for the separate legal
41 entities managing these club sports, at no time should the club sport
42 responsibilities be performed during the employee's regularly scheduled work
43 day nor should release time ever be granted for the employee to perform these
44 duties or attend any club sport event.

- 1 iii. If there is a student-led club associated with a club sport, it shall be established
2 pursuant to Board Policy 4.802, Student Equal Access.
- 3
- 4 iv. Any organizer/coach of a high school club sport activity who wishes for
5 participants to be eligible to receive a waiver of the .5 elective P.E. credit must
6 submit the appropriate form to the school's athletic director for approval from
7 the district office. Individual participants will have the P.E. credit waived only
8 after the activity has received the approval by district office staff AND the
9 individual students have submitted the appropriate form to his/her school
10 counselor.
- 11
- 12 v. Schools may not charge any fees for participation in club sport activities.
- 13
- 14 vi. All fundraising requests must adhere to WCS Board policies governing
15 fundraisers.
- 16
- 17 vii. Schools may not authorize student field trips for participation in club sport
18 activities.
- 19
- 20 viii. Schools may provide meeting/practice space for club sport activities in
21 accordance with board policy.
- 22
- 23 ix. Club sports affiliated with Non-Profits may be included in school and district
24 communication.
- 25
- 26 x. Students participating in club sport activities are subject to all school attendance
27 rules and procedures applicable to any other students.
- 28

29 **II. High School Interscholastic Activities**

- 30
- 31 a. The By-Laws of Tennessee Secondary School Athletic Association shall be adopted as
32 a part of the regulation for the operation and control of athletics in the high schools of
33 Williamson County.
- 34
- 35 b. To be eligible to participate in the interscholastic athletic activities during any semester,
36 the high school student shall at least meet current TSSAA standards.
- 37
- 38 c. Any student classified as a second semester junior or as a senior who moves out of the
39 county may complete his/her senior year, with payment of tuition, and continue to
40 participate in athletics within the guidelines of the athletic governing body.
- 41
- 42 d. If a high school student is forced to withdraw from school or is prevented from
43 enrolling in school due to illness or accident to the student, the Principal shall review
44 the full details submitted by the student or his/her parent(s) concerning the student's
45 illness or accident and make a ruling with regard to the student's eligibility provided the
46 student was eligible at the time the illness or accident forced the student to withdraw or

1 prevented the student from enrolling in school. (In the case of TSSAA athletics, the
2 Principal may submit to the Executive Director of the TSSAA the full details and
3 request a ruling with regard to the student's eligibility. If ruled eligible, such a student
4 shall be credited with a semester of attendance for interscholastic athletic purposes for
5 the semester of nonattendance or withdrawal.)
6

7 **III. Middle School Interscholastic Athletics**

8

- 9 a. The By-Laws of the Williamson Middle Athletic Association shall be adopted as part of
10 the regulation for the operation and control of athletics in the middle schools of
11 Williamson County with the exception of those middle schools that have elected to
12 participate as members of the Tennessee Middle Schools Athletic Association. Those
13 schools shall be governed by the By-Laws of TMSAA.
14
- 15 b. Eligibility for Middle School Athletics for those middle schools governed by WMSA
16 will be determined as follows:
17
- 18 i. The middle school student shall have passed (70 or above) four (4) academic
19 subjects: communication arts (reading, language, spelling), math, science and
20 social studies in the previous nine-week grading period in order to be eligible to
21 try-out for a middle school athletic team. The previous nine-week grading period
22 is the last nine-week period school was in session.
23
- 24 ii. The following procedures should be used to determine eligibility to continue
25 participation in a sport during sport season:
26
- 27 1. Coaches will provide subject area teachers with names of student
28 participants when teams are formed.
 - 29 2. Teachers will certify those students with a passing grade (70 or above) at
30 the end of each established grading period.
 - 31 3. Students whose grades in any of the four (4) academic subjects listed
32 above fall below 70 for the nine-week period will be placed on
33 probation. Students on probation may practice, but not dress out or play.
34 As soon as the grade has improved to an average of 70 or above, the
35 student will be allowed to participate on the team, except that a student
36 shall not dress out or play for at least one (1) week after being placed on
37 probation.
38
 - 39 4. For any student whose grade does not improve to an average of 70 or
40 above in each of the four (4) academic subjects by the mid-term progress
41 report, that student will be suspended from participation until the next
42 nine-week grading period.
43
44
45

