



**Williamson County Board Policy Committee**

May 2, 2022 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

**1. Agenda**

**2. Board Policies Second Reading**

- a. 4.600 Report Cards and Grading Systems
- b. 4.6051 Credit Requirements for Graduation
- c. 6.309 Zero Tolerance Offenses

**3. Board Policies First Reading**

- a. 1.901 Charter School Applications
- b. 4.205 Enrollment in Advanced Courses (NEW)
- c. 6.300 Code of Conduct (NEW)
- d. 6.307 Drug-Free Schools (NEW)

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Report Cards and Grading Systems</b>	Descriptor Code: <b>4.600</b>	Issued Date: <b>04/19/21</b>
		Rescinds: <b>4.600</b>	Issued: <b>10/19/20</b>

## 1 **REPORT CARDS**

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

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

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

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

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

## 14 **K-1 STANDARDS-BASED GRADING SCALE**

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

16 The student is making progress toward the standard.

17 The student is not making progress toward the standard

## 18 **GRADES 2- 12 NUMERICAL GRADING SCALE:**

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

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

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

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

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

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

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

19 Middle school students taking high school honors courses *and high school students taking* courses taken  
 20 ~~during high school for college credit, online courses, and other courses specifically designated as~~  
 21 ~~pass/fail in the high school course approved list will~~ *have their grades* be recorded on the high school  
 22 transcript *with the earned letter grade and corresponding grade point average (GPA).* as pass/fail  
 23 (p/f) with no GPA value.

24 *High School students taking courses in high school for college credit through dual enrollment and*  
 25 *those taking courses specifically designated as pass/fail on the high school approved course list will*  
 26 *have their grades recorded on the high school transcript as pass/fail (p/f) with no GPA value.*

#### 27 **GPA CALCULATION FOR HIGH SCHOOL COURSES:**

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

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

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

6	A	93 -- 100
7	B	85 -- 92
8	C	75 -- 84
9	D	70 -- 74

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

12 **HONORS RECOGNITION:**

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

17 Williamson County Schools will not rank students numerically.

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

19 Summa Cum Laude 4.25 and above

20 Magna Cum Laude 4.00-4.24

21 Cum Laude 3.75-3.99

22 Valedictorian and Salutatorian will be chosen using the following criteria:

23 Student must qualify for the highest Latin System honor awarded in the respective school.

24 Student must sit for the AP /IB exam for every course in which enrolled and must achieve a score of 3  
25 or above on 75% of the AP / IB exams taken.

26 Student will participate in at least 20 hours of community service during their four years of high  
27 school.

28 Students must earn the highest overall ACT composite for their graduating class. The highest ACT is  
29 considered the valedictorian(s) and the second highest is considered the salutatorian(s).

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Legal References

1. TCA 49-6-407

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Cross References

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

# Williamson County Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term: <h2 style="text-align: center;">Credit Requirements for Graduation</h2>	Descriptor Code: <h3 style="text-align: center;">4.6051</h3>	Issued Date: <h3 style="text-align: center;">10/21/19</h3>
		Rescinds:	Issued:

1 The following units of credit shall be required for graduation. Students shall complete the required  
 2 core curriculum and the additional path requirement. All students shall enroll in six credit classes each  
 3 year in high school unless exempted. Exemptions to the six-credit class requirement not covered by an  
 4 I.E.P. or §504 plan shall be submitted in writing to the Superintendent for approval.

## 5 CORE CURRICULUM

	Units of Credit
6 English Language Arts	4
7 Mathematics	4
8 Science	3
9 Social Studies	3
10 Wellness	1
11 Physical Education	.5
12 Personal Finance	.5
13 Sub-Total	16.0

14 The High School Transition Policy (2010) requires students to take a mathematics course each year  
 15 while in high school to complete a 4-credit core that must include Algebra I, Geometry, Algebra II,  
 16 (or equivalent of these courses), and one advanced math course. These courses must appear on the  
 17 student's transcript.

18 Students shall be required to complete 3 units of Science credit including the following: Biology I,  
 19 Chemistry or Physics, and a third lab science.

20 Students shall be required to complete 3 units of Social Studies credit including the following: United  
 21 States History; World History and Geography, European History AP, or Human Geography AP;  
 22 Economics; and U.S. Government.

23 Certain CTE substitutions may be used to fulfill graduation requirements in accordance with TDOE  
 24 approved course substitutions.

25 JROTC substitutions: Two credits of JROTC may substitute for one credit of Lifetime Wellness and  
 26 .5 credit of Physical Education. Three credits of JROTC may substitute for .5 credit of Personal  
 27 Finance, and .5 credit of U.S. Government provided the teacher meets the requirements set out in  
 28 federal and state requirements.

29 The .5 Physical Education requirement may be met by substituting a documented and equivalent time  
 30 of physical activity in marching band, JROTC, cheerleading, dance team, TSSAA interscholastic  
 31 athletics, or athletics for high school students which are under the management of a Tennessee not-

1 for-profit entity and which are approved by the Superintendent and other areas approved by the  
 2 Board. A TDOE approved dance course may substitute for the .5 Physical Education credit if not  
 3 utilized as a Fine Art credit.

#### 4 **ADDITIONAL PATH REQUIREMENTS**

	Units of Credit
5	
6 World Language*	2
7 Fine Arts*	1
8 Elective Focus**	3
9 Sub-Total	6
10 TOTAL	22.0

11 \*Students not planning to attend a university may request a waiver of the world language ~~and/or fine~~  
 12 ~~arts~~ requirements to expand and enhance their elective focus. Approval of such should come from the  
 13 Office of the Assistant Superintendent for Middle and High Schools.

14 \*\*The elective focus may be Science and Math, Humanities/Fine Arts, AP/IB, Military Science or  
 15 CTE. WCS students completing a CTE elective focus shall be required to earn a minimum of 3.0  
 16 credits from a single career cluster as designated by TDOE. Academic Intervention may also be  
 17 available as an elective focus for students with an Individualized Education Plan (IEP) or those who  
 18 qualify to receive English Language Learner (ELL) services.

19 Individual high schools may set additional credit requirements with only approval from the Board.  
 20 These requirements shall be listed on each school's website.

#### 21 **WILLIAMSON COUNTY SCHOOLS RESIDENTS PARTICIPATING IN A FOREIGN** 22 **EXCHANGE PROGRAM**

23  
 24 Williamson County students who participate as a foreign exchange student will not receive high  
 25 school credits for a foreign exchange experience absent a special exception which may be granted  
 26 by the Superintendent upon request by an individual student. Determination shall be made on an  
 27 individual basis.

#### 28 **HIGH SCHOOL COURSE CREDIT**

29 Limits on the amount of high school course credit that may be earned for students following a  
 30 traditional four-year graduation plan are as follows:

- 31 1. A maximum of ten (10) credits may be earned during a full calendar (12 months) year.
- 32 2. A maximum of eight (8) credits may be earned during a regular academic (180-day school  
 33 calendar) year.
- 34 3. A maximum of two (2) credits may be earned during a full summer.
- 35 4. A maximum of six (6) credits, cumulative throughout high school career, may be earned in  
 36 summer school to be counted for meeting graduation requirements.
- 37 5. A maximum of six (6) credits during the high school career may be earned through a credit  
 38 recovery program. Students who have attempted and failed a semester in certain course(s) may  
 39 be approved to earn credit through the credit recovery program. Administrative guidelines will

- 1 establish parameters for earning credit through this program. On the student's transcript, "CR"  
2 will be listed by the course name to indicate the course was completed through credit recovery.  
3 6. Any exception to this policy must be requested in writing. The request must be approved in  
4 writing by the principal and the Superintendent and reported to the Board.

5 Limits on the amount of high school course credit for students on an approved Fast Track option to  
6 early graduation are as follows:

- 7  
8 1. A maximum of eleven (11) credits may be earned during a full calendar (12 months) year.  
9 2. A maximum of nine (9) credits may be earned during a regular academic (180-day school  
10 calendar) year.  
11 3. A maximum of three (3) credits may be earned during a full summer.  
12 4. A maximum of nine (9) credits, cumulative throughout high school career, may be earned in  
13 summer school to be counted for meeting graduation requirements.  
14 5. Any exception to this policy must be requested in writing. The request must be approved in  
15 writing by the principal and the Superintendent and reported to the Board.

#### 16 **FOCUSED PLAN OF STUDY:**

17 Each 8<sup>th</sup> grade student, parent/guardian and faculty advisor or school counselor will jointly prepare  
18 an initial four-year plan of study. By the end of the 10<sup>th</sup> grade, the student, parent/guardian and school  
19 will focus this plan to ensure completion of the program of study and transition to post-secondary study  
20 and work. This plan will be reviewed annually by the student and faculty advisor or school counselor  
21 and revised as appropriate.

#### 22 **HIGH SCHOOL COURSES TAKEN IN MIDDLE SCHOOL:**

23 WCS high school courses taken before high school will receive high school credit by passing (grade 70  
24 or above) both semesters of the course and will be recorded as ~~Pass/Fail with no grade point (GPA)~~  
25 ~~value~~ *on the high school transcript with the earned letter grade and corresponding grade point*  
26 *average (GPA)*. The following WCS courses have been approved to be taught before high school and  
27 receive high school credit: Algebra I, Geometry, Principles of Manufacturing and Level I World  
28 Languages. If taught at the honors level, these courses will count towards the Williamson County  
29 Honors Diploma. Additional high school courses will not be taught at the middle school level absent a  
30 special exception which may be granted by the Superintendent of Schools or designee upon request.  
31 Determinations shall be made on an individual basis.

32 **ASSESSMENTS:** Students, other than exempted seniors, will be required to take either state,  
33 district, or teacher-developed final examinations in core high school courses or exams provided by  
34 College Board or the International Baccalaureate Program. State End of Course (EOC)  
35 examinations or teacher-developed tests will be administered in all other core  
36 courses. Grades will incorporate state-provided exam results at the minimum weight allowed by  
37 the Tennessee State Board of Education. Locally-provided exam results will be incorporated into  
38 student grades at the same weight as state-provided exam results.

39 **COLLEGE COURSES:** Courses taken for college credit will be recorded as Pass/Fail with no grade

1 point (GPA) value. Students enrolled in state-wide dual credit courses will receive traditional grades  
2 on both their report cards and transcripts. Results from the dual credit challenge exam will appear  
3 as a separate entry on student transcripts.

4 **ONLINE COURSES:** Enrollment in online courses should occur in consultation with the  
5 student's high school counselor and should be approved by the school principal or designee *prior*  
6 *to enrollment*. The student must pass the class under the standards established by an accredited  
7 institution offering the course. The course will be entered on the high school transcript *using the*  
8 *same letter grade and GPA assigned by institution awarding the credit*. ~~as pass/fail with no grade~~  
9 ~~point (GPA) value unless taken through the WCS Online Learning Program.~~

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Legal References

1. TRR/MS 0520-01-03-.06(4)(a)

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Cross References

Promoting Student Welfare 6.400

# Williamson County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Zero Tolerance: Drugs, Drug Paraphernalia, Alcohol, Weapons, and Assault</b>	Descriptor Code: <b>6.309</b>	Issued Date: <b>11/18/19</b>
		Rescinds: <b>6.309</b>	Issued: <b>06/19/14</b>

1 **ZERO TOLERANCE OFFENSES<sup>1</sup>**

2 State law and/or the Williamson County Board of Education has classified certain offenses as requiring  
 3 a mandatory one calendar year suspension upon a determination by the Principal that a student has  
 4 committed one of these offenses commonly referred to as zero tolerance offenses. The following are  
 5 offenses that automatically result in a suspension of one calendar year, except as otherwise prohibited  
 6 by federal law for students with disabilities. On a case-by-case basis the Superintendent of Schools  
 7 may modify the one-year suspension for:

- 8 1. DRUGS.<sup>2</sup> Students shall not unlawfully possess, handle, transmit, use, be under the influence  
 9 of, share, or sell drugs or any controlled substances in any way in school buildings, on school  
 10 grounds, or on other grounds used for school purposes, (including parking lots or athletic  
 11 facilities), on school buses, or at any school sponsored activity. “Drug” means any controlled  
 12 substance, marijuana, legend drug or any other substance whose possession or use is regulated  
 13 in any manner by any governmental authority. Exception: Use of tobacco products is not a zero  
 14 tolerance offense. See policy 1.803 (Tobacco-Free Schools).  
 15
- 16 2. DRUG PARAPHERNALIA.<sup>2</sup> Students shall not possess, handle, transmit, use, share or sell  
 17 drug paraphernalia in any way in school buildings, on school grounds, or on other grounds used  
 18 for school purposes (including parking lots or athletic facilities), on school buses, or at any  
 19 school sponsored activity. For purposes of this policy, “drug paraphernalia” shall be as defined  
 20 in T.C.A. §49-6-4202(3).  
 21
- 22 3. ALCOHOL. Students shall not *be in actual or constructive possession*, handle, transmit, use,  
 23 be under the influence of, share or sell alcohol in school buildings, on school grounds, or other  
 24 grounds used for school purposes (including parking lots or athletic facilities), school buses or  
 25 at any school sponsored activity.  
 26
- 27 4. WEAPONS. Students shall not possess, handle, transmit, use or attempt to use firearms or any  
 28 dangerous weapon in school buildings or on school grounds, or on any grounds used for school  
 29 purposes at any time, or in school vehicles and/or buses or off the school grounds at a school-  
 30 sponsored activity, function or event.  
 31
- 32 5. ASSAULT. Students shall not physically assault or verbally threaten to assault any school  
 33 employee or school resource officer while on a school bus, on school property, or on other  
 34 grounds used for school purposes, or while attending any school activity or event.

## 1 REASONED JUDGMENT OFFENSES

2 State law and the WCBOE have identified other zero tolerance offenses that, depending on the  
3 individual circumstances, may warrant “reasoned” judgment by the Principal in assigning punishment.  
4 These offenses may result in suspensions ranging from twenty (20) days to one calendar year based  
5 upon the circumstances and other factors in each case.

- 6 1. ASSAULT. Students shall not physically assault or verbally threaten to assault a student,  
7 school volunteer or any school visitor while on a school bus, on school property, or on other  
8 grounds used for school purposes, or while attending any school activity or event.  
9
- 10 2. POSSESSION OF WEAPONS OTHER THAN FIREARMS.<sup>2</sup> State law allows the school  
11 administrator to use ‘reasoned’ judgment when determining the punishment for the possession,  
12 use, handling and/or transmission of items that may be classified as weapons other than  
13 firearms. The definition of a weapon is a broad one since any object that could be used to inflict  
14 harm or injury to other falls into that category. In determining punishment, the Principal will  
15 consider the object determined to be the weapon, the circumstances surrounding the incident,  
16 and the intent of the student charged with the weapons offense when making his decision. The  
17 Principal may assign punishment, including suspension, based on these considerations of up to  
18 one calendar year.
- 19
- 20 3. OTHER INSTRUMENTS AND SUBSTANCES. Students are further forbidden to be in  
21 possession of or use any instruments or substances, including but not limited to nonprescription  
22 drugs, chemicals, inhalants, pencils, scissors, razors or compasses, with the intent to do harm to  
23 self or others or in a manner which renders the item dangerous in school buildings or on school  
24 grounds, or on any grounds used for school purposes at any time, or in school vehicles and/or  
25 buses or off the school grounds at a school-sponsored activity, function or event.

26 NOTE: Graduating Seniors who commit a “reasoned” judgment offense that occurs with fewer  
27 than 30 school days remaining in the school year shall be allowed to perform community service in  
28 the school, (five (5) hours equals one day), to be completed before August 1, to fulfill any  
29 remaining unserved suspension days.

## 30 ADMINISTRATIVE PROCESSING

- 31 1. If an investigation indicates that a student may have violated this policy, the Principal of the  
32 school shall notify the student’s parent or guardian and the appropriate law enforcement  
33 officials as required by law.  
34
- 35 2. The Principal shall recommend placement in the Alternative Learning Center.<sup>3</sup>  
36
- 37 3. The Principal shall notify the appropriate local law enforcement agency.  
38
- 39 4. All contraband shall be given to the local law enforcement agency.

- 1       5. Hearing: the student and parent have access to an administrative hearing under the provisions  
2       of Section IV below. During the suspension period, the student shall not be permitted to attend  
3       or participate in extra-curricular activities.

#### 4    **APPEAL**

- 5       1. Within five (5) days of the date of the suspension an appeal must be requested in writing.  
6
- 7       2. The Disciplinary Hearing Authority shall consist of three county administrators named by the  
8       Superintendent of Schools or designee from among the following: Directors or any Secondary  
9       School Principal. The student's Principal will not be a member of the hearing authority. The  
10      Disciplinary Hearing Authority must include the Student Support Services Director *and/or*  
11      *designee* if the student has been verified as having a disabling condition. The Superintendent of  
12      Schools or designee will serve as the non-voting chairman of the hearing authority and will be  
13      responsible for scheduling the hearing, conducting the hearing, and preparing the written  
14      findings of the Disciplinary Hearing Authority.  
15
- 16      3. The hearing shall be held no later than ten (10) days after the beginning of the suspension. The  
17      notice of the time and place of this hearing shall be given in writing to the parent and Principal  
18      or assistant principal by the Superintendent of Schools or designee.  
19
- 20      4. After the hearing, the Disciplinary Hearing Authority may:  
21          a. Affirm the decision of the Principal;  
22          b. Order removal of the suspension/expulsion unconditionally;  
23          c. Order removal of the suspension/expulsion upon such terms and conditions as it deems  
24          reasonable within the policies of the Board and State law;  
25          d. Recommend the student to the Alternative Learning Center; or  
26          e. Suspend/expel the student from any school or assign to ALC for a specified period of  
27          time.  
28
- 29      5. A written record of the proceedings, including a summary of the facts and the reasons  
30      supporting the decision, shall be made by the Disciplinary Hearing Authority.  
31
- 32      6. Only after exhausting appeal procedures, the Principal or the student (or his parents) may  
33      request review by the Board of Education. The appeal to the Board must be presented to the  
34      Superintendent of Schools in writing within five (5) days after the date of the Disciplinary  
35      Hearing Authority hearing. Absent a timely appeal, the decision shall be final.  
36
- 37      7. After a review of the record, the Board may:  
38          a. Affirm the decision of the hearing authority,  
39          b. Modify the decision to a lesser penalty, or  
40          c. Grant or deny a hearing before the Board of Education. If a hearing is granted, the  
41          Board may:  
42              i. Affirm the decision of the hearing authority, or

1                                   ii. Modify the decision in any manner, including imposing a lesser or more severe  
2                                   penalty than that of the hearing authority.

3    The action of the Board of Education shall be final.

4    Note: Notwithstanding anything herein to the contrary, if the student is determined to have knowingly  
5    violated the zero tolerance prohibition against firearms, drugs, drug paraphernalia, or assault on a  
6    school employee or School Resource Officer and has been given fair due process procedures, only the  
7    Superintendent of Schools may modify the one calendar year suspension from school.

#### 8    **NOTICE**

9    The Principal shall post a summary of this policy and related school discipline procedures within the  
10   school, include it in the school's student handbook and refer parents to the Williamson County  
11   Schools' on-line handbook.

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#### Legal References

1. TCA 49-6-3401(g); TCA 39-17-1309; TCA 49-6-4209; 18 U.S.C.921
2. TCA 49-6-4202
3. TCA 49-6-3402

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#### Cross References

- Interrogations & Searches 6.303  
Student Suspension/Expulsion 6.316

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Charter School Applications</b>	Descriptor Code: <b>1.901</b>	Issued Date: <b>02/15/21</b>
		Rescinds:	Issued:

## 1 *General*

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

## 6 ***DEFINITION***

7 *A charter school shall be a public, nonsectarian, non-religious, non-home based school which*  
8 *operates within a public school district. It shall be subject to all state and federal laws and*  
9 *constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color,*  
10 *gender, national origin, religion, ancestry or need for special education services.*

11 *The purposes of charter schools are to:*

- 12 *1) Improve learning for all students and close the achievement gap between high and low*  
13 *students;*
- 14
- 15 *2) Provide options for parents to meet educational needs of students in high priority schools;*  
16
- 17 *3) Encourage the use of different and innovative teaching methods, and provide greater*  
18 *decision-making authority to schools and teachers in exchange for greater responsibility for*  
19 *student performance;*  
20
- 21 *4) Measure performance of pupils and faculty, and ensure that children have the opportunity to*  
22 *reach proficiency on state academic assessments;*  
23
- 24 *5) Create new professional opportunities for teachers; and*  
25
- 26 *6) Afford parents substantial meaningful opportunities to participate in the education of their*  
27 *children.*

## 28 **APPLICATION PROCESS<sup>2</sup>**

29 A prospective charter school sponsor shall send notice to the Superintendent of Schools of its intent  
30 sixty (60) calendar days prior to February 1<sup>st</sup> of the year preceding the year in which the proposed  
31 charter school plans to begin operation as a charter school.

1 A sponsor seeking board approval of an initial charter school application shall complete the forms  
2 provided by the Department of Education. The application shall provide all the information required by  
3 state law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed  
4 by state law for the formation of a charter school, and the proposed charter school will be able to  
5 implement a viable program of quality education for its students.<sup>3</sup>

6 Applications shall be submitted to the Board and Department of Education on or before 4:30 p.m. on  
7 February 1<sup>st</sup> of the year preceding the year in which the proposed charter school plans to begin  
8 operation as a charter school. If the 1<sup>st</sup> of February falls on a Saturday, Sunday, or holiday on which  
9 the school district offices are closed, applications will be accepted on the next business day on or  
10 before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an  
11 application fee of \$2,500.00.<sup>2</sup>

## 12 **REVIEW TEAM<sup>1</sup>**

13 If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school  
14 applications. The team shall be comprised of members of the administrative staff for the district,  
15 community members, and a member of the Board with relevant educational, organizational, financial,  
16 and legal experience. At a public meeting in ~~December~~ of each year, the Superintendent of Schools  
17 shall make a recommendation to the Board on which members of his/her administrative staff should be  
18 appointed to the team. The Board shall name the members of the team at its meeting in January of each  
19 year. The Board shall designate a Chair of the review team as the contact person for answering  
20 questions about the application process and receiving applications. The Superintendent of Schools  
21 and/or designee shall develop an orientation for the team to ensure consistent evaluation standards and  
22 the elimination of real or perceived conflicts of interest.

23 The Board shall require the Superintendent of Schools and/or designee to develop a procedure for  
24 receiving, reviewing, and ruling on applications for the establishment of charter schools by the review  
25 team. The procedure shall include a timeline for the application and review process. A copy of the  
26 procedure, including the review criteria, shall be available to any interested party upon request.

27 The review team shall:

- 28 1. Evaluate all charter school applications based on the review criteria adopted by the Board;
- 29 2. Recommend one of the following options to the Board for each application: approve, reject, or  
30 reject with stipulations for reconsideration; and
- 31 3. Make recommendations for revocation, renewal, or non-renewal of charter school contracts.
- 32
- 33
- 34

35

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1 **APPROVAL/DENIAL OF APPLICATION<sup>4</sup>**

2 The Board shall rule by resolution on the approval or denial of a charter school application within  
3 ninety (90) calendar days of receipt of the completed application, or the application shall be deemed  
4 approved by state law. The Superintendent of Schools shall report the action taken by the Board to the  
5 Department of Education.

6 *Approval*

7 The sponsor of a charter school that is approved by the Board shall enter into a written agreement with  
8 the Board which shall be binding on the charter school's governing body. The charter school agreement  
9 shall be in writing and signed by the sponsor and the Board. *In the application, the sponsor must  
10 demonstrate that the proposed charter school meets the purpose prescribed by law for the formation  
11 of a charter school and the proposed charter school will be and shall include all aspects of the  
12 sponsor's approved application as well as any reporting requirements prescribed under state or  
13 federal laws.<sup>5</sup>*

14 *All charter agreements shall include provisions requiring that:*

- 15 *1. members of charter school governing boards, as well as charter school administrators and*  
16 *any employees with contracting or purchasing authority, complete statements of disclosure of*  
17 *interest reports (consistent with forms filed by members of the Board and key WCS*  
18 *administrators) and provide them to the Board on an annual basis;*  
19  
20 *2. charter schools be fully compliant with all local, state, and federal laws, including the*  
21 *Tennessee Open Meetings Act and Tennessee Public Records Act; and*  
22  
23 *3. charter schools comply with Tenn. Code. Ann. §§12-4-101 and 12-4-102, which prohibit*  
24 *conflicts of interest in contracting, and require that charter schools disclose all vendor or*  
25 *service contracts upon request and, for contracts over \$10,000, submit for publication on the*  
26 *WCS website.*

27  
28 *All charter schools that include high schools (grades 9-12) must be regionally accredited. It is*  
29 *expected that the candidate school status for accreditation will be received during the first year of*  
30 *the charter school operation.*

31 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state  
32 and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.<sup>5</sup>

33 Charter schools approved by the Board are expected to implement the application as submitted and  
34 approved. Material variations in operations from the approved application require amendment pursuant  
35 to state law and the charter school agreement.<sup>6</sup>

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

1 New charter school agreements are approved for a ten (10) year period.<sup>7</sup> However, *following the fifth*  
2 *year of a charter school's initial period of operation or the fifth year of any renewal of a charter*  
3 *school agreement, the LEA must conduct an interim review of the charter school according to the*  
4 *guidelines developed by the Department of Education.*<sup>8</sup>

5 The Board may revoke or deny renewal of a charter school agreement for any of the reasons  
6 enumerated in state law.<sup>9</sup>

#### 7 *Denial*

8 Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) calendar days within  
9 which to submit an amended application to correct the deficiencies. The Board shall have sixty (60)  
10 calendar days either to deny or to approve the amended application, or the application shall be deemed  
11 approved by state law.<sup>4</sup>

12 Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Charter  
13 School Commission.<sup>10</sup> *If the charter school is authorized by the Commission, it shall remain under*  
14 *the oversight of the Commission. The board shall not exercise its legal option to become an*  
15 *authorizer of such a charter.*

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#### Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TRR/MS 0520-14-01-06; TCA 49-13-110
7. TCA 49-13-110
8. *TCA 49-13-121*
9. *TCA 49-13-122*
10. *TCA 49-13-108(b)(5)*

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Enrollment in Advanced Courses</b>	Descriptor Code: <b>4.205</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Students in grades seven through twelve (7-12) may enroll in available advanced courses including, but  
3 not limited to, advanced English language arts, mathematics, or science courses.<sup>1</sup>

4 To enroll in these courses, the standards below will be evaluated. This list is not intended to be all-  
5 inclusive or serve as a checklist.

- 6 • Course readiness as exhibited by “on track” or “mastered” for any immediate prerequisite TCAP  
7 course
- 8 • Course readiness as documented by teacher grades in the prerequisite courses
- 9 • Course readiness through relevant placement exams at the middle school level
- 10 • Commitment to the course expectations as described in the course description and/or syllabus
- 11 • Course readiness as demonstrated by work ethic exhibited in prerequisite courses
- 12 • Commitment to the work ethic required to be successful in the course
- 13 • Recommendation by a teacher or school counselor regarding the workload of this and all other  
14 planned courses for the academic year to ensure manageability
- 15

16 The principal of each school shall have the authority to require additional criteria for the enrollment in  
17 advanced courses to fit the needs of the students within the school.

18 **NOTIFICATION<sup>1</sup>**

19 Parent(s)/guardian(s) shall be provided with written notification of a student’s eligibility to enroll in  
20 advanced courses. The notification shall state that a student will remain enrolled in the course unless  
21 the parent/guardian timely submits a written request for removal. The Superintendent of Schools shall  
22 determine the deadline to submit the request for removal.

23 Students may also be removed from an advanced course if the student’s teacher determines that the  
24 student should be removed based on performance after thirty (30) days of instruction and the principal  
25 approves the request to remove the student.

26 **COLLEGE LEVEL COURSES<sup>2</sup>**

27 Students may earn credit by enrolling in a postsecondary institution and taking college level courses.  
28 Students who take and pass dual enrollment courses at a postsecondary institution shall have their

1 postsecondary credits accepted for high school credit as a substitution for an aligned graduation  
2 requirement course.

3 These courses may be offered at high school, postsecondary institution, or online. If not offered on the  
4 high school campus, the Board shall not be responsible for transportation. Any tuition or fees due to  
5 enrollment in college level courses are the responsibility of the parent(s)/guardian(s).

6 Grades earned in such college level courses shall be used to determine grade point average, and class  
7 valedictorian or salutatorian.

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#### Legal References

1. Public Acts of 2021, Chapter No. 170; State Board of Education Policy 3.301
2. TRR/MS 0520-01-03-.03(8)

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Code of Conduct</b>	Descriptor Code: <b>6.300</b>	Issued Date:
		Rescinds:	Issued:

1 The Superintendent of Schools shall develop specific codes of conduct which are appropriate for each  
2 level of school. The development of each code shall involve principals and faculty members of each  
3 level and shall be consistent with the relevant policies as adopted by the Board.<sup>1</sup>

4 The following levels of misbehavior and options are standards designed to protect all members of the  
5 educational community in the exercise of their rights and duties and to maintain a safe learning  
6 environment where orderly learning is possible and encouraged.<sup>2</sup> These misbehaviors apply to student  
7 conduct on school buses, on school property, and while students are on school sponsored outings.

## 8 **MISBEHAVIORS: LEVEL I**

9 This level includes minor misbehavior on the part of the student which impedes orderly classroom  
10 procedures or interferes with the orderly operation of the school, but which can usually be handled by  
11 an individual staff member.

12 *Examples (not an exclusive listing)*

- 13 • Classroom disturbances
- 14 • Classroom tardiness
- 15 • Cheating and lying
- 16 • Abusive language
- 17 • Non-defiant failure to do assignments or carry out directions
- 18 • Wearing, while on the grounds of a public school during the regular school day,  
19 clothing that exposes underwear or body parts in an indecent manner that disrupts the  
20 learning environment<sup>3</sup>

21 *Disciplinary Options*

- 22 • Verbal reprimand
- 23 • Restricting activities
- 24 • Counseling
- 25 • Withdrawal of privileges
- 26 • Detention
- 27 • In-school suspension

28

## 29 **MISBEHAVIORS: LEVEL II**

1 This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of  
2 the school. These misbehaviors do not represent a direct threat to the health and safety of others but  
3 have educational consequences serious enough to require corrective action on the part of  
4 administrators.

5 *Examples (not an exclusive listing)*

- 6 • Continuation of unmodified Level I behaviors
- 7 • School or class tardiness
- 8 • Using forged notes or excuses
- 9 • Disruptive classroom behavior

10 *Disciplinary Options*

- 11 • Behavior modification
- 12 • Friday or Saturday school (in middle and high schools)
- 13 • In-school suspension
- 14 • Detention
- 15 • Suspension from school-sponsored activities or from riding school bus
- 16 • Out-of-school suspension (not to exceed ten (10) days)

### 17 **MISBEHAVIORS: LEVEL III**

18 This level includes acts directly against persons or property but whose consequences do not seriously  
19 endanger the health or safety of others in the school.

20 *Examples (not an exclusive listing)*

- 21 • Continuation of unmodified Level I and II behaviors
- 22 • Fighting
- 23 • Vandalism (minor)
- 24 • Stealing
- 25 • Threats to others
- 26 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,  
27 Cyber-bullying, and/or Hazing)

28 *Disciplinary Options*

- 29 • In-school suspension
- 30 • Detention
- 31 • Restitution from loss, damage, or stolen property
- 32 • Out-of-school suspension (not to exceed ten (10) days)
- 33 • Alternative Learning Center

34

### 35 **MISBEHAVIORS: LEVEL IV**

1 This level of misbehavior includes acts which result in violence to another's person or property, or  
2 which pose a threat to the safety of others in the school. These acts are so serious that they usually  
3 require administrative actions which result in the immediate removal of the student from the school  
4 and the intervention of law enforcement authorities.

5 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school  
6 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or  
7 death to another person.

8 *Examples (not an exclusive listing)*

- 9 • Continuation of unmodified Level I, II, and III behaviors
- 10 • Death threat (hit list)
- 11 • Extortion
- 12 • Bomb threat
- 13 • Possession/use/transfer of dangerous weapons\*
- 14 • Assault that results in bodily injury upon any teacher, principal, administrator, any other  
15 employee of the school, or a school resource officer\*
- 16 • Aggravated assault\*
- 17 • Vandalism
- 18 • Theft/possession/sale of stolen property
- 19 • Arson
- 20 • Possession of unauthorized substances (i.e. any controlled substance, controlled  
21 substance analogue, alcohol, or legend drug)\*
- 22 • Use/transfer of unauthorized substances
- 23 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,  
24 Cyber-bullying, and/or Hazing)
- 25 • Electronic threat to cause bodily injury or death to another student or school employee\*

26 *Disciplinary Options*

- 27 • Expulsion
- 28 • Alternative Learning Center

29 \* Zero tolerance offenses

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Legal References

1. TCA 49-6-4005; Public Acts of 2018, Chapter No. 958
2. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
3. TCA 49-6-4009

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Cross References

- 6.304 Student Discrimination/Harassment
- 6.308 Bus Safety and Conduct
- 6.309 Zero Tolerance Offenses
- 6.310 Dress Code
- 6.315 Detention
- 6.316 Student Suspension/Expulsion
- 6.4081 Safe Relocation of Students

# Williamson County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Drug-Free Schools</b>	Descriptor Code: <b>6.307</b>	Issued Date:
		Rescinds:	Issued:

1 Students shall not consume, possess, use, sell, distribute, or be under the influence of illegal drugs or  
 2 alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-  
 3 sponsored activity, function, or event, whether on or off school grounds.<sup>1</sup> This includes, but is not limited  
 4 to, abuse of inhalants and prescription drugs.

5 Disciplinary sanctions shall be imposed on students who violate standards of conduct required by this  
 6 policy. Such sanctions shall be consistent with local, state, and federal laws, up to and including,  
 7 suspension/expulsion as well as referral for prosecution.<sup>2</sup>

8 In order to protect the rights of students, to safeguard the learning environment, and to contribute to a  
 9 drug-free community, the Board’s plan for dealing with alcohol and drugs<sup>3</sup> shall include the following:

- 10 1. Appropriate ways for handling alcohol/drug-related medical emergencies;
- 11
- 12 2. Guidelines for reporting alcohol/drug incidents and illegal activities;
- 13
- 14 3. Guidelines for referral of students who may have an alcohol/drug problem and/or are  
 15 considered "high risk" to agencies and other appropriate sources of assistance; and
- 16
- 17 4. Effective working relationships with appropriate community agencies, such as alcohol/drug  
 18 service providers, law enforcement agencies, and judicial officials.

19 Through the use of state guidelines, the Superintendent of Schools shall be responsible for:

- 20 1. Developing and implementing an appropriate curriculum on alcohol and drug education for  
 21 students;
- 22
- 23 2. Providing adequate information and training for all staff personnel as appropriate to their  
 24 responsibilities;
- 25
- 26 3. Implementing the relevant portions of the Drug-Free Youth Act;<sup>4</sup>
- 27
- 28 4. Developing administrative procedures for the school district to effectively respond to alcohol  
 29 and drug situations that may occur at school or school-sponsored events; and
- 30
- 31 5. Providing notification to parent(s)/guardian(s) and students that compliance with this policy is  
 32 mandatory.

Legal References

1. TCA 39-17-715; TCA 39-17-432
2. TCA 49-6-3401; TCA 49-6-4209
3. TRR/MS 0520-01-13-.01(e)
4. TCA 55-10-701 *et seq.*; 20 USCA § 7116

Cross References

- 6.309 Zero Tolerance Offenses
- 6.316 Student Suspension/Expulsion