



Williamson County Board Policy Committee

August 7, 2023 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

1. Agenda

2. Board Policy First Reading

- a. 6.300 Code of Conduct

3. Board Policies First and Final Reading (Editorial Changes)

- a. 1.102 Board Member's Legal Status
- b. 1.400 School Board Meetings and Work Sessions
- c. 1.402 Notification of Meetings
- d. 1.403 Agendas
- e. 3.202 Emergency Preparedness Plan
- f. 3.204 Threat Assessment Team (New)
- g. 3.205 Security
- h. 4.204 Summer Instructional Program
- i. 5.106 Application and Employment
- j. 5.119 Employment of Retirees
- k. 5.3021 Sick Bank - Teacher
- l. 5.305 Family Medical Leave
- m. 5.307 Physical Assault Leave
- n. 5.601 Staff Rights and Responsibilities (New)
- o. 6.202 Home Schools (New)
- p. 6.309 Zero Tolerance Offenses
- q. 6.319 Alternative Education (New)
- r. 6.4001 Student Surveys, Analyses, and Evaluations
- s. 6.402 Physical Examination and Immunizations
- t. 6.702 Student Club, Activities, and Organizations

Williamson County Board of Education

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| Monitoring: Review: Annually, in March | Descriptor Term: Code of Conduct | Descriptor Code: 6.300 | Issued Date: 06/20/22 |
| | | Rescinds: | Issued: |

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

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.³ These misbehaviors apply to student
7 conduct on school buses, on school property, and while students are on school sponsored outings.

8 *In response to all levels of student misbehavior, school administrators are encouraged, when*
9 *appropriate, to implement a restorative student conference in addition to the assigned disciplinary*
10 *consequences. The conference should be facilitated by a school administrator or designee and would*
11 *be between the student who misbehaved and the student(s) or others who were harmed by the*
12 *misbehavior.*

13 MISBEHAVIORS: LEVEL I

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

17 *Examples (not an exclusive listing)*

- 18 • Classroom disturbances
- 19 • Classroom tardiness
- 20 • Cheating and lying
- 21 • Inappropriate language
- 22 • Skipping class
- 23 • Misuse of technology
- 24 • Non-defiant failure to do assignments or carry out directions
- 25 • Wearing, while on the grounds of a public school during the regular school day,
- 26 clothing that exposes underwear or body parts in an indecent manner that disrupts the
- 27 learning environment⁴

28 *Disciplinary Options (may include one or more of the following options)*

- 29 • Verbal reprimand
- 30 • Restricting activities
- 31 • Counseling

- 1 • Withdrawal of privileges
- 2 • Detention
- 3 • In-school suspension
- 4 • Mediation
- 5 • ~~Restorative conference~~
- 6 • School-level interventions

7 MISBEHAVIORS: LEVEL II

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

12 *Examples (not an exclusive listing)*

- 13 • Continuation of unmodified Level I behaviors
- 14 • School or class tardiness
- 15 • Using forged notes or excuses
- 16 • Disruptive classroom behavior
- 17 • Cheating and lying
- 18 • Possessing, smoking or using tobacco or tobacco-related products, including electronic/battery-
 19 operated devices
- 20 • Inappropriate language
- 21 • Unexcused absences
- 22 • Making a false report
- 23 • Defiant failure to do assignments or carry out instructions
- 24 • Skipping class

26 Disciplinary Options (shall include one or more of the following options)

- 27 • Behavior modification
- 28 • Friday or Saturday school (in middle and high schools)
- 29 • In-school suspension
- 30 • Detention
- 31 • Suspension from school-sponsored activities or from riding school bus
- 32 • Out-of-school suspension (not to exceed ten (10) days)
- 33 • Mediation
- 34 • ~~Restorative conference~~
- 35 • School-level interventions

37 MISBEHAVIORS: LEVEL III

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

3 *Examples (not an exclusive listing)*

- 4 • Continuation of unmodified Level I and II behaviors
- 5 • Fighting
- 6 • Vandalism (minor)
- 7 • Stealing
- 8 • Threats to others
- 9 • Making a false report
- 10 • Abusive language
- 11 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
12 Cyber-bullying, and/or Hazing)

13 Disciplinary Options (shall include one or more of the following options)

- 14 • In-school suspension
- 15 • Detention
- 16 • Restitution from loss, damage, or stolen property
- 17 • Out-of-school suspension (not to exceed ten (10) days)
- 18 • Alternative Learning Center
- 19 • ~~Restorative conference~~

20 MISBEHAVIORS: LEVEL IV

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

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

28 *Examples (not an exclusive listing)*

- 29 • Continuation of unmodified Level I, II, and III behaviors
- 30 • Death threat (hit list)
- 31 • Extortion
- 32 • Bomb threat
- 33 • Possession/use/transfer of dangerous weapons*
- 34 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
35 employee of the school, or a school resource officer*
- 36 • Aggravated assault*
- 37 • Vandalism

- 1 • Theft/possession/sale of stolen property
- 2 • Arson
- 3 • Possession of unauthorized substances or drugs (i.e. any controlled substance,
- 4 marijuana, controlled substance analogue, alcohol, legend drug, or any other substance
- 5 whose possession or use is regulated in any matter by any governmental authority)*
- 6 • Use, transfer, handle, or be under the influence of unauthorized substances
- 7 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 8 Cyber-bullying, and/or Hazing)
- 9 • Electronic threat to cause bodily injury or death to another student or school employee*

10 Disciplinary Options (shall include one or more of the following options)

- 11 • Expulsion
- 12 • Alternative Learning Center
- 13 • ~~Restorative conference~~

14 * Zero tolerance offenses

Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-4002
4. TCA 49-6-4109
5. TCA 49-6-4009

Cross References

Traffic and Parking Controls 3.403
 Procedural Due Process 6.302
 Student Discrimination, Harassment, Bullying,
 Cyber-bullying, and Intimidation 6.304
 Title IX & Sexual Harassment 6.3041
 Interference/Disruption of School Activities 6.306
 Bus Safety and Conduct 6.308
 Zero Tolerance Offenses 6.309
 Dress Code 6.310
 Corporal Punishment 6.314
 Detention 6.315
 Suspension 6.316
 Safe Relocation of Students 6.4081

Williamson County Board of Education

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|---|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in July | Descriptor Term: Board Members Legal Status | Descriptor Code: 1.102 | Issued Date: 08/15/22 |
| | | Rescinds: 1.102 | Issued: 03/21/22 |

1 NUMBER OF MEMBERS¹

2 The Board is composed of twelve (12) members.

3 QUALIFICATIONS

4 Members of the Board shall be residents elected from districts of substantially equal population and
5 shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the office.¹
6 To qualify as a candidate, an individual must show proof of:

- 7 1. Graduation from high school or receipt of a ~~G.E.D. or HiSET~~ *equivalency credential approved*
8 *by the State Board of Education*;² and
9
- 10 2. Being a qualified voter and resident of the county for one (1) year prior to the qualifying
11 deadline for running as a candidate.¹

12 No member of the county legislative body nor any other county governmental official shall be eligible
13 for election as a member of the county board of education.³

14 TERMS OF OFFICE

15 Members of the Board shall serve four (4) year terms.¹

16 VACANCIES

17 Vacancies shall be declared to exist on account of death, resignation, removal from the district, or
18 through due process proceedings.⁴

19 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the
20 County legislative body.⁵ Such appointment shall continue until the next regular election.

Legal References

1. TCA 49-2-201(a)(1)
2. TCA 49-2-202(a)(4); *Public Acts of 2023, Chapter No. 114*
3. ~~TCA 49-2-202(a)(2); Public Acts of 2022, Chapter No. 809~~
4. TCA 8-47-101; TCA 49-1-611; TCA 49-2-202(e)(2); Tenn. Att’y Gen. Op. No. 21-14 (September 1, 2021)
5. TCA 49-2-202(e)(1)

Williamson County Board of Education

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|---|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in July | Descriptor Term: School Board Meetings and Work Sessions | Descriptor Code: 1.400 | Issued Date: 11/26/18 |
| | | Rescinds: 1.400 | Issued: 10/17/16 |

1 *General*

2 The Board will transact all business at official meetings that may be either regular or special.

3 Every meeting of the Board shall be open to the public, except for those meetings in which the law allows
4 closed sessions.¹ Open meetings will be physically accessible to all students, employees, and interested
5 citizens.²

6 The Board may restrict the recording of board meetings via camera, camcorder, or other photographic
7 equipment when such recording creates a threat to public safety and welfare or impedes the conducting
8 of efficient and orderly public meetings.³

9 Board members shall be expected to read the information provided them and to contact the
10 Superintendent or other appropriate staff members to request additional information that may be deemed
11 necessary to assist them in their decision-making responsibilities.

12 **REGULAR MEETINGS**

13 Regular meetings of the Board shall generally be held on the third Monday of the month at 6:30 p.m.
14 in the Williamson County Administrative Complex in the auditorium. In instances when any regular
15 meeting date falls on a legal holiday, the meeting shall be rescheduled by the Chair.

16 The Board may meet at other times and places designated by the Chair to encourage public
17 participation or to accomplish some other desired purpose when the Chair or the Board so specify.

18 **SPECIAL MEETINGS**

19 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
20 meetings shall be called by the Chair whenever, in the Chair's judgment, the interests of the schools
21 require it or when requested to do so by a majority of the Board.⁴

22 Only business related to the call of the meeting and details related to agenda items shall be discussed or
23 transacted by the Board at a special meeting.

24 **WORK SESSIONS**

25 Work Sessions shall generally be held on Thursday evening prior to the regular Board meetings.

1 ELECTRONIC ATTENDANCE⁵

2 Absent board members may attend a regular or special meeting by electronic means *for certain*
3 *qualifying reasons. The following requirements apply to all electronic attendance, regardless of the*
4 *reason for the absence:* ~~if the member is absent because of work, a family emergency, or the member's~~
5 ~~military service. If a board member is absent due to military service, he/she may participate electronically~~
6 ~~as often as he/she is able to do so. However, a board member may not participate electronically more~~
7 ~~than two (2) times per year for absences due to work and/or family emergencies.~~

8 *General Requirements*

9 The following requirements apply to all electronic attendance, regardless of the reason for the
10 member's absence:

- 11 1. A quorum of the Board must be physically present at the meeting in order for any member to
12 attend electronically;
- 13 2. Any member wishing to participate electronically must do so using technology that allows the
14 Chair to visually identify the member; and
- 15 3. The responsibility for the connection lies with the member wishing to participate electronically.
16 No more than three (3) attempts to connect shall be made unless the Board chooses to make
17 additional attempts.

18 *Work-Related Absence*

19 The following requirements apply to electronic attendance due to a work-related absence:

20 A board member must be absent from the county due to work; *however, he/she may only participate*
21 *electronically two (2) times per year for this reason.* A board member wishing to participate must
22 give the Chair and Superintendent of Schools at least five (5) days' notice prior to the meeting of the
23 member's intention to participate electronically.

24 *Sickness or Period of Convalescence*

25 *A board member may attend a meeting by electronic means if sick or in a period of convalescence*
26 *on the advice of a healthcare professional; however, he/she may only participate electronically three*
27 *(3) times per year for this reason.*

28 *Inclement Weather or Natural Disaster*

29 *A board member may attend a meeting by electronic means due to inclement weather or natural*
30 *disaster if the schools in the school district are closed; however, he/she may only participate*
31 *electronically three (3) times per year for this reason.*

32

33

1 *Family Emergency*

2 ~~The following requirement applies to electronic attendance due to a family emergency:~~

3 *A board member may attend a meeting by electronic means if there is a family emergency that*
 4 *prevents him/her from attending in person. The absence shall be* ~~The member must be absent~~ due to
 5 the hospitalization of the board member or the death or hospitalization of the member's spouse, father,
 6 mother, son, daughter, brother, sister, son-in-law, daughter-in-law, stepson, stepdaughter, father-in-
 7 law, mother-in-law, brother-in-law, or sister-in-law. *The board member may only participate*
 8 *electronically two (2) times per year for this reason.*

9 *Military Service*

10 *A board member may attend a meeting by electronic means if out of the county due to military*
 11 *service. The board member may participate electronically as often as he/she is able to do so.*

12

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 28 CFR § 36.202
3. Tenn. Att’y Gen. Op. No. 95-126 (December 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c); *Public Acts of 2023, Chapter No. 350*

Cross References

- School Board Legal Status and Authority 1.100
 Board Committees 1.300
 Notification of Meetings 1.402
 Section 504 and ADA Grievance Procedures 1.802

Williamson County Board of Education

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|---|---|--|---|
| Monitoring: Review: Annually, in July | Descriptor Term: <h2 style="text-align: center;">Notification of Meetings</h2> | Descriptor Code: <h3 style="text-align: center;">1.402</h3> | Issued Date: <h3 style="text-align: center;">11/26/18</h3> |
| | | Rescinds: | Issued: |

1 The Board shall ensure adequate public notice¹ of all regular meetings by publishing a complete
 2 schedule for the entire school year. This schedule shall be posted in the central office, each school, and
 3 on the school system’s website and sent to the president of the local education association.²

4 In the event of a special board meeting, notice shall be provided at least ~~five (5) days~~ **forty-eight (48)**
 5 **hours** prior to the meeting and shall be posted in the same locations and in the same manner as regular
 6 board meetings. All notices of special board meetings shall state the time, place, and purpose of the
 7 meeting.

8 The only exception permitted is in the case of an emergency, defined for this policy as “a sudden,
 9 generally unexpected occurrence or set of circumstances demanding immediate action.” In such
 10 exceptions, notice shall be given to all appropriate parties as is practical.

11 Notification to the local media will occur at the same time as notice to members of the Board.

12 *Notice of all meetings with actionable items on the agenda, with the exception of teacher*
 13 *disciplinary hearings, shall include information on how community members can participate in the*
 14 *public comment portion of the board meeting.*³

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)
3. *Public Acts of 2023, Chapter No. 300*

Cross References

School Board Meetings and Work Sessions 1.400

Williamson County Board of Education

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|---|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in July | Descriptor Term: Agendas | Descriptor Code: 1.403 | Issued Date: 05/17/21 |
| | | Rescinds: 1.403 | Issued: 01/21/20 |

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

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

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

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

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

22 *Public Comment Period*²

23 *There shall be a public comment period for each meeting with actionable items on the agenda,*
24 *including special meetings. There shall not be a public comment period for teacher disciplinary*
25 *hearings.*

26 Thirty (30) minutes will be placed on the agenda for the Chair to recognize individuals to make
27 comments. At the discretion of the Chair, this time may be extended.-Williamson County residents and
28 WCS employees shall have first priority. In the event time remains, the Chair may allow nonresidents
29 to speak.-All persons addressing the Board will state his/her name, provide his/her address and provide
30 the name of the organization or group-he/she represents before addressing the Board.-The Board
31 reserves the right to limit the time of any speaker. The Chair shall have the authority to terminate the
32 remarks of any individual who is disruptive or does not adhere to Board rules.³

- 1 Under the tenure recommendations section of the agenda, if a Board member requests that any specific
2 tenure recommendation(s) be acted upon separately, this request will be honored automatically.
- 3 Agendas for special meetings of the School Board shall be established pursuant to requirements
4 established by Tennessee law. ~~Thirty (30) minutes will be placed on the agenda for the Chair to~~
5 ~~recognize individuals to make public comment. At the discretion of the Chair, this time may be~~
6 ~~extended. Public Comment is limited to the business related to the call of the meeting and the details~~
7 ~~related to the agenda item(s) discussed or transacted by the Board at a special meeting. Williamson~~
8 ~~County residents and WCS employees shall have first priority. In the event time remains, the Chair~~
9 ~~may allow nonresidents to speak. All persons addressing the Board will state his/her name, provide~~
10 ~~his/her address and provide the name of the organization or group he/she represents before addressing~~
11 ~~the Board. The Board reserves the right to limit the time of any speaker. The Chair shall have the~~
12 ~~authority to terminate the remarks of any individual who is disruptive or does not adhere to Board~~
13 ~~rules.~~²
- 14 The agenda shall be available at each meeting for visitors. The agenda shall be available online to the
15 members, the media, and the public.

Legal References

1. TCA 49-2-206
2. *Public Acts of 2023, Chapter No. 300*
3. *TCA 39-17-306*

Cross References

- Duties of Officers 1.201
Executive Committee 1.301

Williamson County Board of Education

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|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in October | Descriptor Term: Emergency Preparedness Plan | Descriptor Code: 3.202 | Issued Date: 08/15/22 |
| | | Rescinds: 3.202 | Issued: 09/16/19 |

1 The Superintendent of Schools shall be responsible for developing, maintaining, and acquiring Board
2 approval of the district Emergency Preparedness Plan,¹ which shall include procedures for bomb
3 threats, civil disturbances, armed intruders, fires, tornadoes or other severe weather, and medical
4 emergencies.

5 The principal of each school shall develop and implement emergency preparedness drills which shall
6 be approved by the Superintendent of Schools. When appropriate, such drills shall be held in
7 conjunction with emergency response agencies.

8 **FIRE AND SAFETY DRILLS**

9 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)
10 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
11 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
12 throughout the year.²

13 The principal shall ensure that three (3) additional safety drills are given during the school year.³ These
14 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not
15 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in
16 each school's office.³

17 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and
18 shall give all school personnel instructions on how to properly use fire extinguishers.

19 ***ANNUAL DRILLS⁴***

20 ***The principal shall ensure that the school safety team conducts each of the following type of drills***
21 ***annually:***

22 ***1. An armed intruder drill in coordination with local law enforcement;***

23

24 ***2. An incident command drill; and***

25

26 ***3. An emergency safety bus drill.***

27

28

29

1 **ARMED INTRUDER DRILLS**

2 ~~The Superintendent of Schools or his/her designee shall ensure that each school safety team conducts~~
 3 ~~at least one (1) armed intruder drill annually in coordination with local law enforcement.~~

4 **BOMB THREAT PROCEDURES**

5 ~~A system-wide bomb threat procedure shall be on file and adhered to by each school.~~

6 **AED DRILLS⁵**

7 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that must be taken in
 8 the event of a medical emergency. The principal shall be responsible for ensuring the drill occurs.

9 The Superintendent of Schools shall develop the necessary standard operating procedure on AED and
 10 CPR training, planning, notification, and maintenance to comply with state law.

11 **MEDICAL EMERGENCIES/PANDEMIC FLU⁶**

12 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate
 13 and consult with the local and state health departments and other local emergency or healthcare
 14 providers in protecting students and the community from further infection. The Superintendent of
 15 Schools shall develop procedures for health emergencies in accordance with state law and regulations.

16 **REMOTE LEARNING DRILLS⁷**

17 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately
 18 reflect how students will transition to remote learning in the event of a disruption to school operations.
 19 Students shall not be asked or required to transition to remote learning at any time during the drill.

Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807; *Public Acts of 2023, Chapter No. 367*
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. *TCA 49-2-139* Public Acts of 2022, Chapter No. 936

Cross References

- Safety 3.201
 Community Use of School Facilities 3.206

Williamson County Board of Education

| | | | |
|--|---|----------------------------------|--------------|
| Monitoring: Review: Annually, in September | Descriptor Term: Threat Assessment Team | Descriptor Code: 3.204 | Issued Date: |
| | | Rescinds: | Issued: |

1 *General*¹

2 A threat assessment team shall be created within the school district to develop intervention-based
3 approaches to prevent violence, manage reports of potential threats, and create a system that fosters a
4 safe, supportive, and effective school environment. The Superintendent of Schools shall appoint the
5 members of the threat assessment team.

6 The Superintendent of Schools shall develop administrative procedures regarding the training and
7 operations of the team to comply with state law and State Board of Education rules and regulations.

8 **TEAM MEETINGS**

9 All threat assessment team meetings shall be closed to the public.²

10 **RECORDKEEPING**³

11 The team shall document all behaviors and incidents deemed to pose a risk to school safety or that
12 resulted in intervention and shall provide the information to the Superintendent of Schools.

13 A report of the activities of the threat assessment team will be compiled and shared with the Board
14 before each regular meeting.

Documents produced or obtained regarding these assessment activities will not be open for public inspection.

Legal References

1. TCA 49-6-2701 *et seq.*; Public Chapter 2023, Chapter No. 367
2. TCA 49-6-2701(f)
3. TCA 49-6-2702

Cross References

- School District Records 1.407
- Safety 3.201
- Security 3.205
- Student Records 6.600

Williamson County Board of Education

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|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in October | Descriptor Term: Security | Descriptor Code: 3.205 | Issued Date: 09/16/19 |
| | | Rescinds: 3.205 | Issued: 05/23/14 |

1 *General*¹

2 The Superintendent of Schools shall establish procedures to protect school property which shall include,
3 but not be limited to:

- 4 1. Closing and securing teacher work areas when left unattended or at the end of the day;
- 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums, or other school
6 facilities or equipment without appropriate supervision;
- 7 3. Controlling the issuance of keys and fobs; and
- 8 4. Developing programs that contribute to the proper care and use of school facilities and
9 equipment.
- 10 5. Ensuring that equipment purchased with federal funds is managed as directed by federal and state
11 law.²

12
13 **All exterior doors leading into a school building shall be locked at all times and access to school
14 buildings is limited to the school's primary entrance during the school day as well as when
15 students are present outside of regular school hours, except as otherwise described below.**³

16 The principal shall call law enforcement officials in cases involving illegal entry, building damage, theft,
17 or vandalism. The principal shall notify the Superintendent of Schools as soon as practical, but no longer
18 than twenty-four (24) hours after a case of vandalism, theft, building damage, and/or illegal entry. The
19 Superintendent of Schools or his/her designee is authorized to sign a criminal complaint and to press
20 charges against perpetrators for vandalism of school property. The Superintendent shall report all signing
21 of such complaints to the Board.

22 **AFTER SCHOOL HOURS**

23 If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school
24 district employee shall be stationed by the door to ensure access is limited to authorized persons.³

25 **LAW ENFORCEMENT SERVICES**¹

26 The Board may enter into collaborative partnerships with appropriate law enforcement agencies.
27 Partnerships may include, but not be limited to, education and recreational programs, delinquency
28 prevention, and mentoring initiatives.

1 The Board may enter into a memorandum of understanding with the chief of a law enforcement agency
2 to provide school policing.

3 ***CYBERSECURITY⁵***

4 ***The Superintendent of Schools/designee shall develop an administrative procedure regarding the***
5 ***district's cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect***
6 ***cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.***

Legal References

1. *TCA 49-6-805(3)*
2. *2 CFR § 200.313*
3. *Public Acts of 2023, Chapter No. 367*
4. *TCA 49-6-4217*
5. *TCA 49-6-805(9)*

Cross References

Visitors to the Schools 1.501

Williamson County Board of Education

| | | | |
|---|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in November | Descriptor Term: Summer Instructional Programs | Descriptor Code: 4.204 | Issued Date: 08/16/21 |
| | | Rescinds: 4.204 | Issued: 04/16/19 |

1 *General*

2 The following programs will be made available to students:^{1,2}

- 3 1. Traditional summer school;
- 4
- 5 2. Learning loss bridge camps;
- 6
- 7 3. After-school learning mini camps (2021-2023); and
- 8
- 9 4. Summer learning camps (2021-2023).

10 These programs shall be organized and operated in accordance with state law as well as guidelines
11 provided by the Tennessee Department of Education. Funding for all programming shall be provided
12 for in the annual budget and take into account any available grants. The Board may adopt tuition rates
13 for those students attending a traditional summer school program.³

14 **SUMMER PROGRAMMING²**

15 ~~The Superintendent of Schools shall present a recommended summer programming plan to the Board~~
16 ~~each year, no later than November, outlining the following:~~

- 17 1. ~~Courses offered;~~
- 18
- 19 2. ~~Transportation;~~
- 20
- 21 3. ~~Class size ratios;~~
- 22
- 23 4. ~~Budget, including staff compensation;~~
- 24
- 25 5. ~~School nutrition needs;~~
- 26
- 27 6. ~~Staffing;~~
- 28
- 29 7. ~~Enrollment criteria; and~~
- 30
- 31 8. ~~Any additional necessary information.~~

1 **ATTENDANCE REQUIREMENTS²**

2 Priority students, as defined by state law, shall not be required to attend summer programs.

3 *The Superintendent of Schools shall be responsible for developing administrative procedures*
4 *regarding the attendance requirements of priority students in each program.*

5 ***THIRD GRADE PROMOTION/RETENTION LAW & MAKE-UP DAYS⁴***

6 *Students who are required to attend summer programming in order to be promoted to fourth grade*
7 *shall attend with a ninety percent (90%) attendance rate. The district will provide an opportunity for*
8 *students to make up a limited number of absences to meet the 90 percent attendance threshold for*
9 *promotion. Parents of students needing more make up days than provided by the district due to an*
10 *emergency situation may appeal to the Assistant Superintendent of Elementary Schools (or*
11 *designee).*

12 *Parents shall be provided information on the summer program attendance policy by email prior to*
13 *the beginning of the summer programming.*

14 *The Superintendent of Schools/designee shall develop administrative procedures regarding the*
15 *documentation of student attendance including make up days and the administration of the post-test*
16 *for students who participate in summer programming.*

Legal References

1. TRR/MS 0520-01-03-.03(9); *Public Acts of 2023, Chapter No. 144*
2. TCA 49-6-1504
3. TCA 49-6-3003
4. *State Board of Education Policy 3.300*

Cross Reference

4.603 Promotion and Retention

Williamson County Board of Education

| | | | |
|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in January | Descriptor Term: Application and Employment | Descriptor Code: 5.106 | Issued Date: 08/16/21 |
| | | Rescinds: 5.106 | Issued: 03/19/18 |

1 APPLICATION

2 An individual desiring a position shall make application to the Superintendent of Schools on forms
3 developed by his/her office. To ensure the safety and welfare of students and staff, the district shall
4 require criminal history background checks and fingerprinting of applicants for teaching positions and
5 any other positions that require proximity to children.¹ If applying for a teaching position, the
6 Superintendent of Schools shall also check the applicant's license status in the State Board of
7 Education's database to determine if there is a hold on that applicant's license, and if so, the reasoning
8 behind the hold.²

9 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
10 also constitute a Class A misdemeanor which shall be reported to the District Attorney General for
11 prosecution.³

12 The Board may reimburse the applicant any costs incurred to perform these background checks and
13 fingerprinting if a position is offered and accepted.⁴

14 *Professional Employees*

15 The application shall include a transcript of credits earned at the colleges or universities attended along
16 with references from persons such as previous employers, college professors, and supervisors of
17 student teachers. Other information shall include whether such applicant has been dismissed for cause
18 from a school district.⁵ If previously employed by a local board of education, the applicant shall
19 provide evidence of acceptable resignation.

20 No person shall be employed:

- 21 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board
22 of Education;⁶
- 23 2. Who has been identified by the Department of Children's Services as a perpetrator of child
24 abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat
25 to the health, safety, or welfare of children;⁷
- 26 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
27 of Health, *or on a similar registry in another jurisdiction*;⁷
- 28 4. Who does not present a physician's certificate showing a satisfactory health record or has any
29 contagious or communicable disease in such form that might endanger the health of school
30 children;⁸
- 31 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of
32 Tennessee and of the United States of America;⁹

- 1 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 2 employment for cause; or
- 3 7. Who does not receive a satisfactory background check.¹⁰

4 *Support Employees*

5 No person shall be employed:

- 6 1. Who has any contagious or communicable disease in such form that might endanger the health
- 7 of school children;⁸
- 8 2. Who has been identified by the Department of Children's Services as a perpetrator of child
- 9 abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat
- 10 to the health, safety, or welfare of children;⁷
- 11 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
- 12 of Health;⁷
- 13 4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
- 14 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 15 employment for cause; or
- 16 6. Who does not receive a satisfactory background check.¹⁰

17 **EMPLOYMENT**

18 After checking references and receiving written recommendations, the Superintendent of Schools shall

19 hire and assign qualified applicants.

20 *Initial Employment for Professional Employees*

21 The Superintendent of Schools shall notify such person, in writing, of the offer and conditions of

22 employment. Upon receipt of employment notification, such person shall respond within the timeline

23 established by state law.¹² From the date of the written acceptance, such person is considered to be

24 under employment with the district and is subject to all rights, privileges, and duties.

Legal References

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; TCA 49-5-106
7. TCA 49-5-413(e); *Public Acts of 2023, Chapter No. 222*
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*
12. TCA 49-5-406(b)

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110
Recommendations and File Transfers 5.203
Qualifications and Duties of the Superintendent of Schools 5.802

Williamson County Board of Education

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| Monitoring: Review: Annually, in January | Descriptor Term: Employment of Retirees | Descriptor Code: 5.119 | Issued Date: 09/19/22 |
| | | Rescinds: | Issued: |

1 *General*

2 The Superintendent of Schools may hire a retired individual if certain conditions are met as provided
3 for in state law.

4 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**

5 Retired members under the Tennessee Consolidated Retirement System (TCRS) may be employed for
6 up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may
7 substitute teach for additional days if the Superintendent of Schools certifies in writing to the Division
8 of Retirement that no other qualified personnel are available to substitute teach.¹

9 ~~**EMPLOYMENT CONTRACTS FOR ONE YEAR**~~

10 ~~The Superintendent of Schools may employ teachers retired for at least one (1) year for full-time~~
11 ~~employment as a kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement~~
12 ~~benefits will not be lost or suspended under certain conditions which include, but are not limited to, the~~
13 ~~following:²~~

- 14 1. ~~The Superintendent of Schools of the employing district shall certify in writing that no other~~
15 ~~qualified individuals are available to fill the position;~~
- 16
- 17 2. ~~The Commissioner of Education shall certify that the employing school district serves an area~~
18 ~~that lacks qualified teachers to serve in the position to be filled;~~
- 19
- 20 3. ~~The retired teacher shall hold a valid license and shall not be entitled to tenure status;~~
- 21
- 22 4. ~~The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or~~
23 ~~receive medical insurance coverage; and~~
- 24
- 25 5. ~~The salary paid to the retired teacher shall not be less than the rate of compensation set by the~~
26 ~~Board for teachers with no experience filling similar positions or more than eighty-five percent~~
27 ~~(85%) of the rate of compensation set by the Board for teachers with comparable training and~~
28 ~~years of experience filling similar positions.~~

29

30 ~~**ADDITIONAL EMPLOYMENT OPTION FOR RETIREES¹**~~

1 Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as
2 a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the
3 following conditions:

- 4 1. The retired member has been retired for at least sixty (60) calendar days;
- 5
- 6 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the
7 retirement allowance;
- 8
- 9 3. ~~The retired member's employment can't be longer than a one (1) year period; however, the~~
10 ~~retired member can be reemployed for additional one (1) year periods;~~
- 11
- 12 4. The retired member is not drawing disability retirement benefits; and
- 13
- 14 5. The retired member can't accrue additional retirement benefits.

15 The Superintendent of Schools shall notify TCRS of the member's reemployment ~~and certify in~~
16 ~~writing that the retired member has the required experience and training for the position and that no~~
17 ~~other qualified persons are available to fill the position.~~

18 Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law.
19 The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment
20 equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five
21 percent (5%) of the retired member's pay rate.

GENERAL EMPLOYMENT CONTRACTS

The Superintendent of Schools may employ retired teachers. Retirement benefits will not be lost or suspended under certain conditions which include, but are not limited to, the following:²

- 1. The retired teacher shall hold a valid license and shall not be entitled to tenure status;*
- 2. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or receive medical insurance coverage; and*
- 3. The salary paid to the retired teacher shall not be less than the rate of compensation set by the Board for teachers with no experience filling similar positions or more than eighty-five percent (85%) of the rate of compensation set by the Board for teachers with comparable training and years of experience filling similar positions.*

Legal References

1. TCA 8-36-805; *Public Acts of 2023, Chapter No. 425*
2. TCA 8-36-821; *Public Acts of 2023, Chapter No. 425*

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

Williamson County Board of Education

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|--|--|-----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in January | Descriptor Term: Sick Leave Bank - Teacher | Descriptor Code: 5.3021 | Issued Date: 08/21/17 |
| | | Rescinds: 5.3021 | Issued: 02/20/17 |

1 *Purpose¹*

2 The purpose of the Teacher Sick Leave Bank is to provide sick leave to contributors to the Bank in the
3 event of a disabling illness/injury and provided their available sick leave or any other applicable paid
4 leave has been exhausted. For the purpose of this policy, “Teacher” means all persons entitled to sick
5 leave under T.C.A. § 49-5-710.

6 **TEACHER SICK LEAVE BANK TRUSTEES**

7 The Teacher Sick Leave Bank shall be administered by a Committee of Trustees in accordance with the
8 provisions and procedures outlined below. The Trustees will be composed of five (5) members – two (2)
9 appointed by the School Board and two (2) appointed by the PECCA-recognized professional
10 employee’s organization -- and the Superintendent, who shall chair the Trustees. Trustees appointed by
11 the association must be licensed employees of Williamson County Schools. Trustees appointed by the
12 School Board must come from the membership of the School Board. The Trustees shall be appointed in
13 compliance with state law.

14 **PROVISIONS**

- 15 1. Membership in the Teacher Sick Leave Bank is limited to those individuals who are licensed
16 full or part-time employees. Interim teachers and substitute teachers are not eligible for
17 membership.
18
- 19 2. Eligible employees may join the Teacher Sick Leave Bank by donating two (2) sick leave days.
20 The Trustees may assess additional day(s) as they deem advisable.
21
- 22 3. ~~Sick Leave Bank days may be granted only for instances of disabling illness or injury of the~~
23 ~~individual member.~~ *An employee who is a member of the sick leave bank may request an*
24 *allotment of days (for the employee's personal illness or on account of an illness of his/her*
25 *minor child) in the manner designated by the trustees. The need for these days shall be*
26 *verified by a statement from a physician.²*
27
- 28 4. Licensed employees may enroll during August, September, and October of every year, and
29 shall be enrolled without regard to pre-existing conditions of health if they are on active duty
30 (on the job) at the time of contribution. New employees may contribute within the first thirty
31 (30) calendar days after their effective dates of employment or at the beginning of the new
32 enrollment period.
33

- 1 5. ~~All donations to the Bank are "final" and may not be returned to the donor unless the Bank is~~
2 ~~dissolved.~~ *Donations of sick leave to the bank are nonrefundable and nontransferable.*
3
- 4 6. Teachers shall receive benefits from the Bank for their contracted period of employment. No
5 benefits shall be paid for those days when an employee would not normally be in pay status.
6
- 7 7. The form and manner of application for use of leave from the Bank shall be prescribed by the
8 Trustees. The Trustees shall act either affirmatively or negatively on all applications within ten
9 (10) school days of receipt by the Human Resources office of the application. Leave grants
10 from the Bank, approved by the Trustees, shall not be more than twenty (20) consecutive days
11 for which the individual applicant would otherwise lose pay. Applicants may submit requests
12 for extensions of such leave grants before or after their prior grants expire. The maximum
13 number of days any participant may receive in any fiscal year is sixty (60). The maximum
14 number of days any participant may receive as a result of any one illness or recurring diagnosed
15 illness, or accident is ninety (90). The maximum number of days any participant may receive
16 while an employee of Williamson County Schools is one hundred eighty (180) days.
17
- 18 8. In the event a member is physically or mentally unable to make a request to the Sick Leave
19 Bank for use of sick leave days, a family member or agent may file the request.
20
- 21 9. All records of the Sick Leave Bank shall be kept in or by the Payroll and Human Resources
22 Departments. The Trustees shall inform the Human Resources Department of all applications
23 they approve, and the amount of additional leave granted the member.
24
- 25 10. If the Trustees determine it is necessary, they may require a physician's statement of condition
26 from any member requesting additional leave. Refusal to comply will result in the denial of the
27 pending request for use of sick leave days from the Bank.
28
- 29 11. Sick leave granted to a member from the Bank need not be repaid by the individual except as
30 all members are uniformly assessed.
31
- 32 12. Any employee who has been terminated, non-renewed or has resigned is not eligible to receive
33 leave from the Sick Bank.
34

35 *13. The sick leave bank shall be operated in accordance with state law.*
36

37 **PROCEDURES**

- 38 1. Contributions to the Bank must be made on the form prescribed by the Trustees.
39
- 40 2. Each member must sign an enrollment form stating that they are aware of the provisions of the
41 Bank and relieving the Board of Education and the PECCA-recognized professional
42 employee's organization from any liability as a result of action by the Trustees. The form will
43 be forwarded to the Human Resources Department.
44

- 1 3. Any recommendation for approval to draw from the Bank must have the support of at least
2 three (3) Trustees. The decision of the Sick Leave Bank Trustees shall be final.
3
- 4 4. Any individual submitting a request to draw from the Bank must have made a proper
5 contribution to the Bank prior to the disabling illness or injury upon which the request is made.
6
- 7 5. Members of the Sick Leave Bank shall be eligible to make an application to the Bank for sick
8 leave only after having been a member of the Bank for thirty (30) calendar days. A participant
9 shall not receive any sick leave from the Bank until after having exhausted all accumulated
10 sick, personal, inclement weather, and annual leave, including all paid board extensions. The
11 Trustees may establish regulations restricting the number of days which may be withdrawn
12 from the Bank by one (1) member on account of one (1) illness, particularly any known illness
13 existing at the time the teacher elected to participate in the Bank. Grants of sick leave from the
14 Bank shall not be made to any member on account of any elective surgery, or illness of any
15 member of the participant's family, or during any period the member is receiving disability
16 benefits from social security, the state teachers' retirement plan, or under the Workers'
17 Compensation Law. An employee who has been terminated or non-renewed or has resigned is
18 not eligible to receive sick leave from the Bank.
19
- 20 6. All requests to draw from the Bank must be made on the approved form and submitted to the
21 Human Resources Department within thirty (30) calendar days of the first date Bank usage is
22 requested, or as soon thereafter as the employee is physically or mentally able to do so. The
23 request may be made for the employee by their next of kin if the employee is unable to
24 physically or mentally complete the form. The Trustees will approve or deny the request within
25 ten (10) workdays after receipt and notify the individual of either the approval or denial of the
26 request. Notice will only be made to the Payroll Department of approved actions. The Payroll
27 Department will take no action in anticipation of the approval during the period of processing,
28 and payments will be started on the next regularly scheduled payroll for the individual.
29
- 30 7. All requests to draw from the Bank must be accompanied by a physician's statement on the
31 approved form confirming the cause of the illness or injury, signed by the physician.
32
- 33 8. An applicant may be required to undergo at Board expense a medical review by a physician
34 approved by the Trustees.
35
- 36 9. Application forms for the Bank may be obtained online or through the Board at each work
37 location or the PECCA-recognized office of the professional employee's organization.
38
- 39 10. The Human Resources Department shall maintain the records of all contributions, withdrawals,
40 and the status of the Bank. Records of the Bank will be subject to audit by the Trustees. The
41 Bank may only allocate the days on deposit at the time of a request, not to exceed the above
42 stated individual maximums.
43
- 44 11. If a member does not use all days advanced from the Bank, the unused days will be returned to
45 the Bank.
46

- 1 12. All days collectively contributed to the Bank, and not used in any one fiscal year, shall be
2 carried over to the next fiscal year.
3
- 4 13. By written notice to the Human Resources Department a member may withdraw from the Bank
5 participation on any June 30. Membership withdrawal results in forfeiture of all days
6 contributed.
7
- 8 14. The Trustees shall provide for rules and regulations consistent with the provisions of the
9 statute. These rules and regulations shall be filed with the Office of the Commissioner of
10 Education and the local school system within sixty (60) days of authorized establishment of the
11 Bank pursuant to T.C.A. § 49-5-803 and shall be available for public inspection during regular
12 office hours.

Legal References

1. TCA 49-5-801 *et seq.*
2. *Public Acts of 2023, Chapter No. 151*

Cross References

- Family and Medical Leave 5.305
Physical Assault Leave 5.307

Williamson County Board of Education

| | | | |
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| Monitoring: Review: Annually, in January | Descriptor Term: Family and Medical Leave | Descriptor Code: 5.305 | Issued Date: 09/21/20 |
| | | Rescinds: | Issued: |

1 ELIGIBILITY

2 Anyone who has been employed for at least twelve (12) months by the school district and anyone who
3 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for
4 service for purposes of FMLA eligibility¹) during the previous twelve (12) month period shall be eligible
5 to use FMLA leave.²

6 GENERAL PRINCIPLES

7 An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a
8 calendar year for the following reasons:

- 9 1. The birth of a child;
- 10 11 2. The placement of a child with the employee for adoption or foster care;
- 12 13 3. A serious health condition of the employee that makes the employee unable to perform the
14 essential functions of his/her job position;
- 15 16 4. The care of a spouse, child, or parent of the employee who has a serious health condition; and
17
- 18 19 5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the
20 employee is on covered active duty or has been notified of an impending call or order to
covered active duty in the Armed Forces.

21 The granting of leave under this policy shall be subject to, and in accordance with, the provisions of
22 applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use
23 of accrued paid leave shall run concurrently with and be counted toward the employee's total period of
24 FMLA leave.

25 MATERNITY/PATERNITY LEAVE

- 26 1. *Relationship between FMLA leave and Tennessee Maternity Leave Act*- FMLA leave shall run
27 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible
28 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,
29 childbirth, and nursing of a newborn child.³
- 30 31 2. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity or paternity
32 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for

1 maternity leave purposes. In order to be eligible to use sick leave, written request by the teacher
2 accompanied by a statement from the teacher's physician verifying the medically necessary time
3 period shall be submitted. Upon verification by a written statement from an adoption agency or
4 other entity handling an adoption, a teacher may also be allowed to use accumulated leave for
5 adoption of a child. ~~If both adoptive parents are teachers employed by the district, however, only~~
6 ~~one (1) parent is entitled to use such leave.~~⁴
7

- 8 3. Spouses who are both eligible employees of the school district are limited to a combined total of
9 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken
10 for the birth and care of a newborn child, for the placement of a child with the employee for
11 adoption or foster care, or to care for a parent who has a serious health condition. Under certain
12 circumstances, spouses who share leave for the birth or adoption of a child may be eligible for
13 limited amounts of additional leave for other qualifying FMLA reasons.⁵
14

- 15 4. *Paid Parental Leave – Under state law, an additional six (6) work weeks of paid leave is*
16 *available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor*
17 *child. An eligible employee taking leave under this provision shall not be required to utilize*
18 *any other type of accrued leave during this period. Eligible employees include teachers,*
19 *principals, supervisors, or other individuals required by law to hold a valid license of*
20 *qualification for employment who have been employed with a school district full time for at*
21 *least twelve (12) consecutive months.*
22

23 *Employees shall provide notice to the school district thirty (30) days prior to the intended use*
24 *of the leave. If the employee learns about the need for leave less than thirty (30) days in*
25 *advance, the employee shall give notice as soon as reasonably possible in order to be eligible*
26 *for the paid leave. This paid leave does not need to be taken consecutively; however, the paid*
27 *leave shall be used within twelve (12) months of the qualifying event. The leave shall run*
28 *concurrently with FMLA leave.*⁶

29 LEAVE FOR A SERIOUS HEALTH CONDITION⁷

30 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she
31 is unable to work because of a serious health condition or to care for a spouse, child, or parent with a
32 serious health condition. The granting of such leave shall be subject to the provisions of applicable
33 federal and state laws. Employees shall contact Human Resources to determine if the reason for leave
34 qualifies as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If
35 the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable,
36 generally, either the same or the next business day.

37 LEAVE FOR MILITARY FAMILY MEMBERS

- 38 1. *Qualifying Exigency Leave*⁸ - Eligible employees are entitled to up to twelve (12) workweeks
39 of leave because of any "qualifying exigency" arising out of the fact that the spouse, son,
40 daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been
41 notified of an impending call to active duty, or has been notified of an impended call to active
42 duty status in the Armed Forces. Qualifying exigencies may include:
43

- a. Issues arising from the service member's short notice deployment;
- b. Military events and related activities (e.g. official ceremonies, support programs);
- c. Making or updating financial and legal arrangements;
- d. Attending counseling;
- e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
- f. Attending post-deployment activities.

2. *Military Caregiver Leave*⁹ - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a "single twelve (12) month period." A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness and who is currently receiving medical treatment, recuperation, or therapy.

The "single twelve (12) month period" for military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

INTERMITTENT LEAVE¹⁰

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member or because of the employee's own serious health condition. When a licensed employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the school district may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an available alternative position offered by the school district for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

RESTRICTIONS

1. Notice Requirements

- a. *Employee Notice*¹¹- For foreseeable leave, the employee shall provide the Superintendent of Schools/designee with at least thirty (30) days written notice before

1 the beginning of the anticipated leave.

- 2
- 3 b. *District Notice*- Once it has been established that the leave requested qualifies for
- 4 FMLA, the Superintendent of Schools/designee shall notify the employee within five
- 5 (5) business days (absent extenuating circumstances) that any leave taken pursuant to
- 6 state leave statutes (paid vacation leave, personal leave, sick leave, or workers'
- 7 compensation) shall run concurrently with FMLA leave.¹² The notice may be given
- 8 orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than
- 9 the following pay day.¹³

10 2. Certification Requirement¹⁴

- 11
- 12 a. The Superintendent of Schools/designee may require that a request for leave be
- 13 supported by certification issued by a health care provider with the following
- 14 information:
- 15
- 16 i. The date on which the serious health condition commenced;
- 17 ii. The probable duration of the condition;
- 18 iii. The appropriate medical facts within the knowledge of the health care provider
- 19 regarding the condition; and
- 20 iv. A statement that the eligible employee is needed to care for the son, daughter,
- 21 spouse, or parent and an estimate of the amount of time that such employee is
- 22 needed.
- 23
- 24 b. If there is any reason to doubt the validity of the certification provided, the
- 25 Superintendent of Schools may require, at the expense of the school district, an opinion
- 26 of a second health care provider.
- 27

28 3. Period Near the End of an Academic Term (Professional Employees)¹⁵

- 29
- 30 a. If leave is taken more than five (5) weeks prior to the end of the term, the
- 31 Superintendent of Schools may require the employee to continue taking leave until the
- 32 end of the term if the leave is at least three (3) weeks of duration and the return of
- 33 employment would occur during the three (3) week period before the end of the term.
- 34
- 35 b. If the leave is taken five (5) weeks prior to the end of the term, the Superintendent of
- 36 Schools may require the employee to continue taking leave until the end of the term if the
- 37 leave is greater than two (2) weeks duration and the return to employment would occur
- 38 during the two (2) week period before the end of the term.

39 **REQUIREMENTS OF THE BOARD¹⁶**

- 40 1. The employee shall be restored to the same position of employment or an equivalent position
- 41 with no loss of benefits, pay, or other terms of employment.
- 42 2. The employee shall be kept under any group health plan for the duration of the leave.

- 1 3. The Board may recover the premium paid under the following conditions:
 2
 3 a. The employee fails to return from leave after the period of leave has expired; and
 4
 5 b. The employee fails to return to work for a reason other than the continuation,
 6 recurrence, or onset of a serious health condition or other circumstances beyond the
 7 control of the employee.

 Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. Federal Family and Medical Leave Act of 1993, 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4); ~~Public Acts of 2019, Chapter No. 248~~
5. 29 CFR § 825.120(a)(3)
6. *Public Acts of 2023, Chapter No. 399*
7. *29 CFR § 825.113*
8. *29 CFR § 825.126*
9. *29 CFR § 825.124; 29 CFR § 825.127*
10. *29 CFR § 825.202*
11. *29 CFR § 825.302-825.304*
12. *29 CFR § 825.207*
13. *OP Tenn. Atty Gen 94-006 (Jan 13, 1994); Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
14. *29 CFR § 825.305-825.313*
15. *29 CFR § 825.602*
16. *29 USCA § 2614*

 Cross References

- Sick Leave - Teacher 5.302
 Sick Leave – Classified 5.3022

Williamson County Board of Education

| | | | |
|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in January | Descriptor Term: Physical Assault Leave | Descriptor Code: 5.307 | Issued Date: 06/06/14 |
| | | Rescinds: 5.307 | Issued: 09/17/01 |

1 The Board will not tolerate physical assaults on any school personnel or Board member during their job
2 performance at school or on duty for school activities away from school. Any such assaults should be
3 reported to local law enforcement authorities by the individual and/or school principal, with charges filed
4 as appropriate.

5 *A teacher who is absent from assigned duties as a result of personal injury caused by physical assault*
6 *or other violent criminal acts committed in the course of the teacher's employment duties shall receive*
7 *his/her full salary and full benefits until the teacher is released by his/her physician to return to work*
8 *or his/her physician determines the teacher is permanently unable to return to work. If the teacher*
9 *receives workers' compensation or other similar benefits, the Board shall pay the difference between*
10 *that amount and the teacher's full salary.¹*

11 *A signed statement listing the cause of the absence shall be provided by the employee on forms*
12 *furnished by the Superintendent of Schools and shall promptly be given to the immediate supervisor*
13 *in support of all claims. A certificate from the physician on forms furnished by the Superintendent of*
14 *Schools may also be required to verify the extent of the injury.²*

15 ~~The Board will, through its attorney, assist the assaulted employee as to his/her rights as a result of the~~
16 ~~assault, including, but not limited to, filing reports with the appropriate law enforcement personnel and~~
17 ~~judicial authorities.~~

18 ~~Whenever such an assault occurs, the person(s) committing such an assault will be personally notified~~
19 ~~that he/she shall be suspended from the regular school program and banned from attendance at any/all~~
20 ~~Williamson County School sponsored events for one full calendar year, unless modified by the~~
21 ~~Superintendent of Schools. Any violation of such a ban will be considered by the Board as an illegal~~
22 ~~trespass and the Board's designated representatives shall notify the appropriate law enforcement~~
23 ~~agency and request the removal of that person from school sponsored events for the period of time in~~
24 ~~question.~~

25 ~~It is further the policy of this Board to support and assist any employee who is assaulted in prosecuting~~
26 ~~any person committing an assault and to encourage the court hearing the case to ban the defendant~~
27 ~~from school-sponsored activities for a time the court deems appropriate as a part of the sentence if~~
28 ~~there is a finding of guilty.~~

Legal References

1. TCA 49-5-714; *Public Acts of 2023, Chapter No. 343*
2. *TRR/MS 0520-01-02-.04(4)(b)*

Cross References

Worker's Compensation 3.602
Sick Leave - Teacher 5.302

Williamson County Board of Education

| | | | |
|---|--|----------------------------------|--------------|
| Monitoring: Review: Annually, in February | Descriptor Term: Staff Rights & Responsibilities | Descriptor Code: 5.601 | Issued Date: |
| | | Rescinds: | Issued: |

1 In fulfilling any rights and responsibilities, employees shall give proper consideration to the
2 educational welfare of students and ensure that no conflict exists with their duties.

3 Each staff member has the right to a work environment free from sexual, racial, ethnic, and religious
4 discrimination/harassment.¹

5 Educators have the right to:²

- 6
- 7 1. Be treated with civility and respect as well as having his/her professional judgement and
8 discretion respected;
- 9
- 10 2. Have their professional judgment and discretion respected;
- 11
- 12 3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or
13 appropriate agencies;
- 14
- 15 4. Provide students with a safe environment;
- 16
- 17 5. Defend themselves and their students from physical violence or harm;³
- 18
- 19 6. Share information regarding a student's educational experience, health, or safety with the
20 student's parent(s)/guardian(s) unless otherwise prohibited;⁴
- 21
- 22 7. Review all instructional material or curriculum before being utilized by students;
- 23
- 24 8. Not be required to use his/her personal money to appropriately equip a classroom;
- 25
- 26 9. Report students who commit offenses of assault and battery or vandalism on school property
27 endangering the life, health, or safety of others pursuant to state law;⁵ and
- 28
- 29 10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to
30 a physical assault or other violent criminal act committed during the course of employment.⁶

31 Each staff member has the responsibility to:

- 32 1. Make themselves familiar with and abide by the laws of the state, the policies of the Board, and
33 the procedures designed to implement them;

- 1 2. To adhere to the Teacher Code of Ethics, to the extent applicable;⁷
- 2 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
- 3 students and the students' right to know;
- 4 4. Be courteous and helpful in interacting and responding to parent(s)/guardian(s), visitors, and
- 5 members of the public;
- 6 5. Keep all records and prepare and submit promptly all reports that may be required by state law,
- 7 State Board of Education rules and regulations, board policy, and administrative procedures; and
- 8 6. Wear appropriate dress for work according to local school rules.

Legal References

1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
2. TCA 49-5-209; Public Acts of 2023, Chapter No. 153
3. TCA 49-6-2802
4. 20 USCA § 1232g
5. TCA 49-6-4301
6. TCA 49-5-714
7. TCA 49-5-1001 *et seq.*

Cross References

Curriculum Development 4.200
Inclusion of Religious Content in Instruction, Instructional
Materials, and Curriculum 4.804
Ethical Practices for Teachers 5.611

Williamson County Board of Education

| | | | |
|--|---|----------------------------------|--------------|
| Monitoring: Review: Annually, in March | Descriptor Term: <h2 style="text-align: center;">Home Schools</h2> | Descriptor Code: 6.202 | Issued Date: |
| | | Rescinds: | Issued: |

1 *General*

2 A home school is a school conducted or directed by parent(s)/guardian(s) for their own children. Home
3 schools which teach grades K-12 where the parent(s)/guardian(s) are associated with an organization
4 that conducts church-related schools¹ are exempt from the following provisions but shall follow
5 procedures issued by the State Department of Education.

6 A parent/guardian wishing to conduct a home school shall meet the following requirements:²

- 7 1. Provide annual notice to the Superintendent of Schools before the commencement of each school
8 year of the intent to conduct a home school;
- 9 2. Submit to the Superintendent of Schools the name, number, age, grade level of children involved,
10 location of the school, curriculum to be offered, proposed hours of instruction, and qualifications of
11 the parent-teacher;
- 12 3. Maintain attendance records, subject to inspection by the Superintendent of Schools;
- 13 4. Submit attendance records to the Director of Schools at the end of each school year;
- 14 5. Provide instruction for at least four (4) hours per day for the same number of instructional days as
15 required by state law;³
- 16 6. Possess a high school diploma or a high school equivalency credential approved by the State Board
17 of Education;⁴
- 18 7. Cooperate in the administration to home school students of appropriate tests by the Commissioner
19 of Education/designee or by a professional testing service in grades five (5), seven (7), and nine (9);
- 20 8. Take actions according to state law if home school student falls behind appropriate grade level;
- 21 9. Submit proof to the Superintendent of Schools that other health services and examinations as
22 required by state law have been received by the home school student; and
- 23 10. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject,
24 employ a tutor having the same qualifications as required of parent-teacher.

25 If one or more of these requirements are not met, the Board authorizes the Superintendent of Schools to
26 take formal action to bring the child into compliance with the compulsory attendance law (until the child

1 has reached age seventeen (17), either in the home school or in a public, private, or church-related
2 school).

3 **RECORD ACCEESS**

4 The Superintendent of Schools, through the Attendance Supervisor, shall have the attendance records of
5 the home school inspected at least two (2) times each school year in order to provide assistance in
6 implementing the compulsory attendance law.

7 **STUDENT PERFORMANCE⁵**

8 The Superintendent of Schools shall develop administrative procedures regarding necessary
9 consultations with home school parents in regard to student performance.

Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)
3. TCA 49-6-3004(a); TCA 49-6-3050(b)(3)
4. TCA 49-6-3050(b)(4); Public Acts of 2023, Chapter No. 114
5. TCA 49-6-3050(b)(6)

Cross References

Compulsory Attendance Ages 6.201

Williamson County Board of Education

| | | | |
|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in March | Descriptor Term: Zero Tolerance: Drugs, Drug Paraphernalia, Alcohol, Weapons, and Assault | Descriptor Code: 6.309 | Issued Date: 06/20/22 |
| | | Rescinds: 6.309 | Issued: 11/18/19 |

1 **ZERO TOLERANCE OFFENSES¹**

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.**³ 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.**³ 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 possess, handle, transmit, use, be under the influence of, share
 23 or sell alcohol in school buildings, on school grounds, or other grounds used for school
 24 purposes (including parking lots or athletic facilities), school buses or at any school sponsored
 25 activity.
 26
- 27 4. **WEAPONS.**² 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.**⁵ 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.
 35

1 **6. THREATS OF SCHOOL-RELATED MASS VIOLENCE.**⁶ *Students shall not, by any means*
2 *of communication, threaten to commit an act of mass violence on school property or at a*
3 *school-related activity. “Mass violence” means any act which a reasonable person would*
4 *conclude could lead to the serious bodily injury or the death of two (2) or more persons.*
5 *“Means of communication” means direct and indirect verbal, written, or electronic*
6 *communications, including graffiti, pictures, diagrams, telephone calls, voice over internet*
7 *protocol calls, video messages, voice mails, electronic mail, social media posts, instant*
8 *messages, chat group posts, text messages, and any other recognized means of conveying*
9 *information. “School property” means any school building or bus, school campus, grounds,*
10 *recreational area, athletic field, or other property owned, used, or operated by any local*
11 *education agency, private school board of trustees, or directors for the administration of any*
12 *school.*

13 **REASONED JUDGEMENT OFFENSES**

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

- 18 1. **ASSAULT.**⁵ Students shall not physically assault or verbally threaten to assault a student,
19 school volunteer or any school visitor while on a school bus, on school property, or on other
20 grounds used for school purposes, or while attending any school activity or event.
21
- 22 2. **POSSESSION OF WEAPONS OTHER THAN FIREARMS.**² State law allows the school
23 administrator to use ‘reasoned’ judgment when determining the punishment for the possession,
24 use, handling and/or transmission of items that may be classified as weapons other than
25 firearms. The definition of a weapon is a broad one since any object that could be used to inflict
26 harm or injury to another falls into that category. In determining punishment, the principal will
27 consider the object determined to be the weapon, the circumstances surrounding the incident,
28 and the intent of the student charged with the weapons offense when making his decision. The
29 principal may assign punishment, including suspension, based on these considerations of up to
30 one calendar year.
31
- 32 3. **OTHER INSTRUMENTS AND SUBSTANCES.** Students are further forbidden to be in
33 possession of or use any instruments or substances, including but not limited to nonprescription
34 drugs, chemicals, inhalants, pencils, scissors, razors or compasses, with the intent to do harm to
35 self or others or in a manner which renders the item dangerous in school buildings or on school
36 grounds, or on any grounds used for school purposes at any time, or in school vehicles and/or
37 buses or off the school grounds at a school-sponsored activity, function or event.

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

1 ADMINISTRATIVE PROCESSING

- 2 1. If an investigation indicates that a student may have violated this policy, the principal of the
3 school shall notify the student's parent or guardian and the appropriate law enforcement
4 officials as required by law.⁸
5
- 6 2. The principal shall recommend placement in the Alternative Learning Center.⁷
7
- 8 3. The principal shall notify the appropriate local law enforcement agency.
9
- 10 4. All contraband shall be given to the local law enforcement agency.
- 11 5. Hearing: the student and parent have access to an administrative hearing under the provisions
12 of Section IV below. During the suspension period, the student shall not be permitted to attend
13 or participate in extra-curricular activities.

14 APPEAL

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

- 1 6. Only after exhausting appeal procedures, the principal or the student (or his parents) may
 2 request review by the Board of Education. The appeal to the Board must be presented to the
 3 Superintendent of Schools in writing within five (5) days after the date of the Disciplinary
 4 Hearing Authority hearing. Absent a timely appeal, the decision shall be final.
 5
- 6 7. After a review of the record, the Board may:
- 7 a. Affirm the decision of the hearing authority,
 8 b. Modify the decision to a lesser penalty, or
 9 c. Grant or deny a hearing before the Board of Education. If a hearing is granted, the
 10 Board may:
- 11 i. Affirm the decision of the hearing authority, or
 12 ii. Modify the decision in any manner, including imposing a lesser or more severe
 13 penalty than that of the hearing authority.

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

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

19 **NOTICE**

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

Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. *TCA 39-16-517; Public Acts of 2023, Chapter No. 299*
7. *TCA 49-6-3401(g)(2); TCA 49-6-3402*
8. *TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)*

Cross References

- Code of Conduct 6.300
- Drug-Free Schools 6.307
- Student Suspension/Expulsion 6.316
- Alternative Education 6.319
- Safe Relocation of Students 6.4081

Williamson County Board of Education

| | | | |
|--|--|----------------------------------|--------------|
| Monitoring: Review: Annually, in March | Descriptor Term: Alternative Education | Descriptor Code: 6.319 | Issued Date: |
| | | Rescinds: | Issued: |

1 *General*¹

2 The Board shall operate an alternative school and/or program for students in grades seven through
3 twelve (7-12) who have been suspended or expelled from the regular school program.

4 An alternative school is a short-term intervention program designed to provide educational services
5 outside the regular school program for students who have been suspended or expelled. The alternative
6 school is located in a separate facility from the regular school program.

7 An alternative program is a short-term intervention program designed to provide educational services
8 outside the regular school program for students who have been suspended or expelled. Alternative
9 programs may be located within the regular school or be a self-contained program within a school.
10 Alternative programs shall include, but are not limited to, the following: in-school suspension.

11 The alternative school and/or program shall be operated in accordance with state laws and the rules of
12 the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with
13 the instructional program at the student's regular school. The Superintendent of Schools shall develop
14 procedures that provide appropriate educational opportunities for all students assigned to the
15 alternative school or program. These educational opportunities shall adhere to Tennessee's academic
16 standards.²

17 **ASSIGNMENT**

18 Students who have been suspended for more than ten (10) days or expelled shall be assigned to the
19 alternative school or program if there is staff and space available.³ Availability of staff and space shall
20 be determined at the time the disciplinary decision is rendered. The Superintendent of Schools/designee
21 shall make this determination by evaluating factors including, but not limited to, the following:

- 22 1. Level of supervision available;
23
24 2. Safety considerations; and
25
26 3. Type of infraction.

27 The Superintendent of Schools/designee is not required to assign a student to the alternative school or
28 program if the student committed one of the following:

- 29 1. A zero tolerance offense;⁴ or
30

- 1 2. An offense of violence or threatened violence, or an offense that threatened the safety of other
2 students at the school if the location of the alternative school or program is on the same grounds
3 as the school from which the student was disciplined or assigning the student to that location
4 would endanger the safety of the students or staff.⁵

5 Consideration to assign these students to the alternative school or program will be determined by the
6 Superintendent of Schools/designee on a case-by-case basis.

7 Prior to the assignment of the student to the alternative school or program, the Superintendent of
8 Schools/designee shall provide written notice to the student's parent/guardian stating the reason for the
9 student's placement.⁶

10 Placement in an alternative education setting shall be reserved for students who significantly disrupt
11 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is
12 suspected of having a disability, all state and federal laws and rules and regulations related to special
13 education shall be followed. The Superintendent of Schools/designee shall develop procedures
14 regarding placement of students in the program, taking into consideration the impact of exclusionary
15 discipline practices.⁷

16 The Superintendent of Schools/designee shall monitor and regularly evaluate the academic progress of
17 each student enrolled in the alternative school.

18 **REMOVAL**⁸

19 A student may be removed from the alternative school or program if:

- 20 1. He/she violates the rules of the alternative school or program; or
21
22 2. He/she is not benefitting from the assignment and all interventions have been exhausted
23 unsuccessfully.

24 **ADDITIONAL OFFENSES**⁹

25 Any new disciplinary offense committed during a student's original suspension or expulsion period
26 shall be treated as a new and separate offense. These offenses shall not constitute an extension of the
27 original suspension or expulsion.

28 **TRANSITION PLAN**¹⁰

29 The Superintendent of Schools/designee shall develop procedures regarding the implementation of
30 transition plans for the integration of students assigned to the alternative school.

1. TCA 49-6-3402; TRR/MS 0520-01-02-.09
 2. TRR/MS 0520-01-02-.09(9)(a)
 3. TCA 49-6-3402(c)(1)(A)
 4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
 5. TCA 49-6-3402(c)(1)(C); Public Acts of 2023, Chapter No. 279
 6. TRR/MS 0520-01-02-.09(9)(i)
 7. TRR/MS 0520-01-02-.09(9)(h)
 8. TCA 49-6-3402(c)(2)(B)
 9. TRR/MS 0520-01-02-.09(9)(g)(2)
 10. TRR/MS 0520-01-02-.09(9)(m)
- Special Education 4.202
Virtual Education Program 4.214
Student Suspension/Expulsion 6.316
Zero Tolerance Offenses 6.317
Students Receiving Special Education Services 6.500

Williamson County Board of Education

| | | | |
|--|---|-----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in April | Descriptor Term: Student Surveys, Analyses, and Evaluations | Descriptor Code: 6.4001 | Issued Date: 11/18/19 |
| | | Rescinds: 6.4001 | Issued: 06/24/14 |

1 Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project
2 is viewed as contributory to a greater understanding of the teaching-learning process, the project does
3 not violate the goals of the Board, and the disruption of the regular school program is minimal. The
4 Superintendent of Schools shall develop administrative procedures for approving requests for conducting
5 surveys, analyses, or evaluations by agencies, organizations, or individuals. The requests shall outline
6 what is to be done, who is to be involved, and how the results will be used and distributed.¹

7 Prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be
8 notified of their ability to review the materials.¹ Such notification shall include information indicating
9 the purpose of the survey, analysis, or evaluation as well as who will have access to the results. *The
10 survey, analysis, or evaluation shall only be administered to students under the age of eighteen (18)
11 whose parent(s)/guardian(s) provide written, informed, and voluntarily signed consent. A student
12 who is eighteen (18) years of age or older may participate after he/she provides written, informed, and
13 voluntarily signed consent. Following such notification and prior to the administration of the survey,
14 analysis, or evaluation, parent(s)/guardian(s) may opt their child out of participation.*

15 The Superintendent of Schools shall develop procedures for granting such parental requests and to
16 implement the other provisions of this policy.¹

17 No student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that
18 reveals information concerning:^{1,2}

- 19 1. Mental or psychological problems of the student or the student's family;
- 20 2. Sexual behavior or attitudes;
- 21 3. Illegal, anti-social, self-incriminating, or demeaning behavior;
- 22 4. Critical appraisals of other individuals with whom respondents have close family relationships;
- 23 5. Legally privileged relationships;
- 24 6. Income; or
- 25 7. The collection of student biometric data involving the analysis of facial expressions, EEG brain
26 wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood
27 volume, posture, and eye-tracking³

28 without the prior written consent of the student (if the student is an adult or emancipated minor), or in
29 the case of an unemancipated minor, without the prior written consent of the parent/guardian.

30 The collection of the following student data is strictly prohibited:⁴

- 31 1. Political affiliation or voting history;

- 1 2. Religious practices; and
- 2 3. Firearm ownership.

3 **COLLECTING, DISCLOSING, OR USING INFORMATION FOR MARKETING⁵**

4 In general, the district will not collect, disclose, or use personal student information for the purpose of
5 marketing or selling that information or otherwise providing that information to others for that purpose.

6 If any collected information is to be marketed or sold, parent(s)/guardian(s) will be directly notified at
7 least annually at the beginning of the school year of the specific or approximate dates when such
8 information will be collected. Parent(s)/guardian(s), upon request, may inspect any instrument used to
9 collect personal information for the purpose of marketing or selling that information before the
10 instrument is administered or distributed to the student. All parent(s)/guardian(s) and students of
11 appropriate age may decline to provide the information requested.

12 This portion of the policy does not apply to the collection, disclosure, or use of personal information
13 collected from students for the exclusive purpose of developing, evaluating, or providing educational
14 products or services for or to students or educational institutions to the extent allowed by law, such as
15 the following:

- 16 1. College or other postsecondary education recruitment or military recruitment;
- 17 2. Book clubs, magazines, and programs providing access to low-cost literary products;
- 18 3. Tests and assessments used by elementary schools and secondary schools to provide
19 cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about
20 students (or to generate other statistically useful data for the purpose of securing such tests
21 and assessments) and the subsequent analysis and public release of the aggregate data from
22 such tests and assessments;
- 23 4. The sale by students of products or services to raise funds for school-related or education
24 related activities; or
- 25 5. Student recognition programs.

Legal References

1. TCA 49-2-211; *Public Acts of 2023, Chapter No. 353*
2. 20 USCA § 1232h
3. TCA 49-1-706
4. TCA 49-1-705
5. 20 USCA § 1232h(c)(1); 20 USCA § 1232h(c)(4)

Cross References

Testing Programs 4.700

Williamson County Board of Education

| | | | |
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| Monitoring: Review: Annually, in April | Descriptor Term: Physical Examinations and Immunizations | Descriptor Code: 6.402 | Issued Date: 03/25/19 |
| | | Rescinds: 6.4021 | Issued: 02/19/01 |

1 PHYSICAL EXAMINATIONS¹

2 Each student shall have a complete physical examination prior-to:²

- 3 1. Entering public school for the first time and
- 4
- 5 2. Participation as a member of any interscholastic athletic team on an annual basis.

6 Cost of the examination shall be borne by the parent/guardian of the student. These records shall be on
7 file in the student's record.

8 Screening tests as required by the Tennessee Departments of Education and Health will be conducted.
9 Parent(s)/guardian(s) will receive written notice of any screening result that indicates a condition that
10 might interfere or tend to interfere with their student's progress. *Parent(s)/guardian(s) may excuse their*
11 *child from participating in health screenings that are part of a coordinated school health program by*
12 *submitting a request in writing to the school nurse, instructor, school counselor, or principal.*³

13 ~~In general, the school district will not conduct physical examinations of a student without parental~~
14 ~~consent or by court order, unless the health or safety of the student or others is in question.~~⁴

15 IMMUNIZATIONS

16 No students entering school, including those entering kindergarten or first grade, those from out-of-state,
17 and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization,
18 as determined by the Tennessee Commissioner of Health.^{2,4} It is the responsibility of the
19 parent(s)/guardian(s) to have their children immunized and to provide such proof to the school for which
20 the student is to attend.⁴

21 Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any student
22 whose parent/guardian files with school authorities the following:

- 23 1. A signed, written statement that such immunization and other preventative measures conflict with
24 the parent's or guardian's religious tenets and practices, affirmed under the penalties of perjury;⁵
25
- 26 2. A written statement from the student's doctor excusing the student from immunization due to
27 medical reasons;⁶ or
28
- 29 3. Any student determined to be homeless pursuant to federal law or any child in State's custody
30 may not be denied admission because of the student's lack of immunization records due to
31 being homeless.⁷

- 1 Proof of exceptions will be in writing and filed in the same manner as other immunization records.
- 2 A list of transfer students shall be kept at each school in order that their records may be monitored by
- 3 the Tennessee Department of Health.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13-.01(1)(a)
3. *Public Acts of 2023, Chapter No. 353; 20 USCA § 1232h(c)(2)(c)*; Tennessee School Health Screening Guidelines, https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf
4. TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(b)(2)
6. TCA 49-6-5001(c)(2)
7. TCA 49-6-5001(c)(3); 42 USCA § 11431 et seq.

Williamson County Board of Education

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| Monitoring: Review: Annually, in April | Descriptor Term: Student Clubs, Activities, and Organizations | Descriptor Code: 6.702 | Issued Date: 11/18/19 |
| | | Rescinds: 6.702 | Issued: 06/19/17 |

1 ***General***

2 ***The following shall be adhered to:***

- 3 ***1. Each student activity shall be under the guidance and direction of a staff member.***
- 4 ***2. All extracurricular activities at the school level shall have the approval of the***
5 ***principal/designee.***
- 6 ***3. Student activities occurring before or after regularly scheduled school hours must be under***
7 ***the supervision of the principal/designee.***
- 8 ***4. Secret organizations shall not be operated in any school.***
- 9 ***5. A student shall not be required to attend an extracurricular activity that is scheduled at a***
10 ***time which conflicts with his/her religious practices.¹***
- 11 ***6. A student on out-of-school suspension shall not be permitted to participate in extracurricular***
12 ***activities.***
- 13 ***7. Activities which restrict participation because of race, color, religion, sex, disabilities, or***
14 ***national origin are strictly forbidden.²***

15 ***STUDENT CLUBS/ACTIVITIES AND ORGANIZATIONS³***

16 ***All students under the age of eighteen (18) shall present a signed and dated statement from their***
17 ***parent/guardian before joining any club or organization or participating in activities of a club or***
18 ***organization. The Superintendent of Schools shall develop administrative procedures outlining this***
19 ***recordkeeping process.***

20 ***SCHOOL SPONSORED CLUBS/ACTIVITIES⁴***

21 The principals shall encourage students to broaden their knowledge and citizenship by establishing
22 school-sponsored clubs or other groups organized to promote or pursue specialized activities outside
23 the classroom. Membership must be open to all interested and/or eligible students, and a WCS
24 employee, approved by the principal, must attend all meetings/activities as an official sponsor and
25 advisor. In addition to the items listed below, all other district policies and procedures relating to
26 school operations remain in effect for activities relating to School Sponsored Clubs.

- 1 1. Schools may provide a pay supplement to the School-Sponsored Club advisor.
- 2
- 3 2. All fundraising requests must adhere to WCS Board policies governing fundraisers.
- 4
- 5 3. Schools may charge WCS BOE authorized fees.
- 6
- 7 4. Schools may authorize student field trips for participation in related activities.
- 8
- 9 5. Schools may authorize administrative leave for field trips relating to the School Sponsored
- 10 Club.
- 11
- 12 6. Schools may provide meeting space in accordance with board policy.
- 13
- 14 7. School Sponsored Clubs may be included in school and district communications.

15 **SCHOOL SPONSORED CLUBS/ACTIVITIES AFFILIATED WITH NON-PROFIT**

16 **ORGANIZATIONS⁴**

17 Principals may allow school sponsored clubs to affiliate with non-profits which have been approved by
18 the district office. A WCS employee, approved by the principal, must attend all meetings/activities as
19 an official sponsor and advisor. In addition to the items listed below, all other district policies and
20 procedures relating to school operations remain in effect for activities relating to school sponsored
21 clubs.

- 22 1. Schools may provide a pay supplement to the School-Sponsored Club advisor.
- 23
- 24 2. All fundraising requests must adhere to WCS Board policies governing fundraisers.
- 25
- 26 3. Schools may charge WCS BOE authorized fees if approved by the Board.
- 27
- 28 4. Schools may authorize student field trips for participation in related activities.
- 29
- 30 5. Schools may authorize administrative leave for field trips relating to the School Sponsored
- 31 Club.
- 32
- 33 6. Schools may provide meeting space in accordance with board policy.
- 34
- 35 7. School Clubs Affiliated with Non-Profits may be included in school and district
- 36 communications.

37 **CONTRACTED SERVICES WITH EXTERNAL ORGANIZATIONS⁴**

- 38 1. Williamson County School officials may contract with non-profit organizations as permitted in
- 39 WCS Board Policy 3.206.
- 40
- 41 2. Williamson County School officials may contract with for-profit organizations as permitted in
- 42 WCS Board Policy 3.206.

1 For-Profit Organizations are not permitted to use district resources or facilities except as permitted
2 above.

3 **NON-SCHOOL SPONSORED, STUDENT-LED CLUBS/ACTIVITIES⁴**

4 A student who wishes to organize a non-school sponsored, student-led club must obtain prior written
5 consent from the school principal and recruit a WCS employee (voluntary without additional
6 compensation) to serve as a monitor of the group's activity which occurs on a WCS campus. WCS'
7 supervision of these activities is limited to this monitor's presence during activities occurring on a
8 WCS campus. The student organizer is responsible for annually obtaining the written consent of the
9 parent(s)/guardian(s) of all students who wish to participate in the student-led organization.

- 10 1. Schools cannot provide a pay supplement to the school employee who is acting as a monitor of
11 the club.
- 12
- 13 2. The school employee monitor shall not lead, coordinate or be a participant in any activity of
14 this student-led club.
- 15
- 16 3. All fundraising requests must adhere to WCS Board policies governing fundraisers.
- 17
- 18 4. Schools may not charge any fees for these activities.
- 19
- 20 5. Schools may authorize student field trips for participation in related activities.
- 21
- 22 6. Schools may provide meeting space in accordance with board policy.
- 23
- 24 7. School Clubs Affiliated with Non-Profits may be included in school and district
25 communications.
- 26
- 27 8. Students participating in these activities are subject to all school attendance rules and
28 procedures applicable to any other students.

29 Clubs which do not qualify as school sponsored clubs are considered to be non-school clubs and
30 normally beyond the jurisdiction of school authorities. Any club or organization not directly under
31 control of school authorities shall be deemed to be a non-school club. The formation of such clubs
32 shall be initiated by students. Non-school clubs may not conduct their activities on campus during the
33 instructional day.

34 **PATRIOTIC SOCIETIES⁵**

35 Principals shall allow representatives of a patriotic society the opportunity to speak with students
36 during school hours. The principal shall approve one (1) day at the beginning of each academic school
37 year for the patriotic society to speak to the students at the school. The principal shall allow the society
38 to speak to the students for no more than ten (10) minutes.

Legal References

1. *TCA 49-6-1002(c)*
2. *34 CFR § 106.41*
3. *Public Acts of 2023, Chapter No. 353*
4. 20 USC § 4071
5. TCA 49-6-305

Cross References

Fundraising Activities 2.601
Student Activity Fund Management 2.900
Community Use of School Facilities 3.206
Field Trips 4.302