



Williamson County Board Policy Committee

January 8, 2024 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

1. Agenda

2. Board Policies Second Reading

- a. 1.402 Agendas
- b. 4.211 Work Based Learning

3. Board Policies First Reading

- a. 2.400 Revenues
- b. 2.601 Fundraising Activities
- c. 2.8051 Purchasing Cards, Credit Cards & Credit Lines
- d. 4.604 Credit for Prior Courses
- e. 4.700 Testing Programs
- f. 5.305 Family and Medical Leave (FMLA)

4. Policy for Discussion

- a. 4.600 Report Cards and Grading Systems

Williamson County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 08/21/23
		Rescinds: 1.403	Issued: 05/17/21

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 *of the Board* 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 During Regular Meetings*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 *on educational topics germane pertaining to Williamson County Schools*. At the
28 discretion of the Chair, this time may be extended. Williamson County residents and WCS employees
29 shall have priority. In the event time remains, the Chair may allow nonresidents to speak. All persons
30 addressing the Board will state his/her name, provide his/her address, and provide the name of the
31 organization or group he/she represents before addressing the Board. ~~The Board reserves the right to~~

1 ~~limit the time of any speaker.~~ The Chair shall have the authority to terminate the remarks of any
 2 individual who is disruptive or does not adhere to Board rules.³

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

5 ~~Agendas for special meetings of the School Board shall be established pursuant to requirements~~
 6 ~~established by Tennessee law.~~

7 The agenda shall be available at each meeting for visitors. The agenda shall be available online to the
 8 members, the media, and the public.

9 *Public Comment Period During Special Meetings²*

10 *There shall be a public comment period during special meetings. Public comment shall be limited to*
 11 *the topics on the agenda. Thirty (30) minutes will be placed on the agenda for the Chair to recognize*
 12 *individuals to make comments. At the discretion of the Chair, this time may be extended. Williamson*
 13 *County residents and WCS employees shall have priority. In the event time remains, the Chair may*
 14 *allow nonresidents to speak. All persons addressing the Board will state his/her name, provide*
 15 *his/her address, and provide the name of the organization or group he/she represents before*
 16 *addressing the Board. The Chair shall have the authority to terminate the remarks of any individual*
 17 *who is disruptive or does not adhere to Board rules.³*

18 *Agendas for special meetings of the School Board shall be established pursuant to requirements*
 19 *established by Tennessee law.*

Legal References

1. TCA 49-2-206
2. ~~Public Acts of 2023, Chapter No. 300~~ *TCA 8-44-112*
3. TCA 39-17-306

Cross References

- Duties of Officers 1.201
 Executive Committee 1.301
School Board Meetings and Work Sessions 1.400

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Work-Based Learning Program	Descriptor Code: 4.211	Issued Date: 06/17/19
		Rescinds: 4.2093	Issued: 06/15/15

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

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

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

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

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

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

3 The following student eligibility standards will be required:

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

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

Legal References

1. [TCA 49-6-420](#); State Board of Education Policy 2.103(5); TN State Dept. of Ed. Work-Based Learning Policy Guide (2017).

Cross References

Insurance Management 3.600

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 02/18/19
		Rescinds: 2.400	Issued: 02/16/04

1 *General*

2 The schools may receive funds collected from activities and for events held at or in connection with
3 the school. All money collected by a school shall be properly receipted and documented as outlined in
4 the ~~Tennessee Internal School Uniform Accounting~~ *Funds* Policy Manual, 2011 **2013**. It is the
5 responsibility of each principal to determine the reconciliation method outlined in the manual to be
6 used for all events which require a ticket.¹

7 The purchase of items intended for resale for profit through the schools shall be subject to sales tax based
8 on the purchase price to the vendor providing the service or item. Resale activities not intended to
9 generate a profit shall be conducted at the discretion of the principal.²

10 **FEES**

11 In keeping with the establishment of free public schools in our state, all necessary elements of any school
12 activity in this school district, which constitutes an internal fundamental part of elementary and
13 secondary education, shall be provided free of charge to students.

14 In the event it becomes necessary to collect fees from pupils enrolled in certain academic subjects or
15 engaged in certain enrichment activities to maintain the desired instructional and activities program in
16 each school, then the school fees are to be kept to a minimum and may be expended only for the purposes
17 for which they were collected. The school shall not require any student to pay a fee to the school for any
18 purpose, except as authorized by the Board. No fees shall be required of any student as a condition to
19 attend the school or use its equipment.³

20 A schedule setting the maximum fee which can be charged for any subject area or for any activity or for
21 any service shall be recommended by the Principal or Superintendent of Schools and submitted to the
22 Board for authorization no later than the July meeting of the Board. School fees shall be waived for
23 students who receive free or reduced-price lunches.⁴ No student shall be forced to pay a fee for any
24 academic or enrichment activity during the school day, and no student will be penalized for nonpayment
25 of any school fee.

26 **EXTENDED SCHOOL PROGRAM**

27 Extended School Program Funds shall be collected at the individual schools, receipted and deposited in
28 a board assigned bank account. Since this is a Board operated program, monies will be transferred at
29 month end from these accounts to the Board's financial accounts on deposit with the Trustee.⁵

30

31 **FINES**

1 A student will be held responsible for the cost of replacing any materials or property which the student
2 loses or damages,⁶ including textbooks, library books, equipment, and buildings. All money collected as
3 fines shall be placed in the General Purpose School fund.

4 **TUITION INCOME**

5 Tuition collected from nonresident students, and out of county teachers shall be placed in the General
6 Purpose School fund.

7 **RENTAL INCOME**

8 All money received for use of a particular school facility or other school property will be collected and
9 accounted for through the central office and place in the General Purpose School fund.

10 **GRANTS**

11 Grants for educational purposes made available by the state, federal government and/or outside entities
12 such as nonprofits may be sought by the school system but only when the conditions of their
13 availability are in harmony with the purposes and policies of the Board and the laws of the state and
14 county. Principals may apply for and receive grants, but funds received must be recorded in a separate
15 restricted fund in the schools accounts.⁷

16 **ACCRUALS**

17 Funds anticipated but not received within sixty (60) days after the fiscal period ends will be accrued
18 within the fiscal period financial period. Instances where funds anticipated to cover related expenses
19 incurred in a fiscal period but not received within sixty (60) days, will also be accrued within the
20 corresponding fiscal period.

21 **COLLECTION OF FUNDS THROUGH ONLINE PAYMENT⁸**

22 *Approved district staff may use vendors approved in writing by the Superintendent of Schools/
23 designee for electronic transactions. The Superintendent of Schools/designee shall determine when
24 this type of transaction may be utilized on a case-by-case basis. At the individual school level, the
25 principal shall oversee the collection of funds and submit a plan that includes the following:*

- 26 *1. Adequate supporting documentation for the electronic collection method including a plan to*
27 *provide a total daily receipt summary;*
- 28
- 29 *2. Methods of providing receipts to payers;*
- 30
- 31 *3. Information on maintaining and inspecting any voided receipts;*
- 32
- 33 *4. How daily electronic collections shall be reconciled with the total daily receipt summary and*
34 *who will be assigned to complete this task; and*
- 35
- 36 *5. Provide adequate internal controls over the use of these methods.*

- 1 *Processing fees for these transactions shall be charged.*
- 2 *The Superintendent of School/designee shall establish adequate internal controls to ensure*
- 3 *compliance with the Internal School Funds Manual.*

Legal References

1. TCA 49-2-110(a); *Internal School Funds Manual, Section 5-4*
2. TCA 67-6-102 (77)-(79)
3. TCA 49-6-3001(a); TCA 49-2-110(c)
4. TCA 49-2-114
5. ~~Tennessee Internal School Uniform Accounting Policy~~ *Funds Manual*; Section 4-41
6. TCA 37-10-101, 102
7. ~~Tennessee Internal School Uniform Accounting Policy~~ *Funds Manual*; Section 4-37
8. *Internal School Funds Manual, Section 5-8*

Cross References

Fundraising Activities 2.601
Student Activity Funds Management 2.900
Food Service Management 3.500
Textbooks and Instructional Materials 4.401
Compensation Guides & Contracts 5.110
Student Fees and Fines 6.709

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Fundraising Activities	Descriptor Code: 2.601	Issued Date: 09/16/19
		Rescinds: 6.701	Issued: 08/15/11

1 *General*

2 The following general guidelines shall be followed:¹

- 3 1. Fundraising activities shall be authorized by the Board and shall be for the purpose of
4 supplementing funds for established school programs and not for supplementing funds which are
5 the responsibility of the public.
- 6 2. Fundraising companies and other salespersons shall obtain permission in writing from the
7 Superintendent of Schools' office in order to visit the schools.
- 8 3. Any commission payable by companies shall be paid in the form of reduced prices to the students
9 or paid into the activity fund of the school for use by the school. No school employee shall
10 personally benefit from any fundraising activity.
- 11 4. The principal must obtain written approval from the Superintendent of Schools or his/her
12 designee for all fundraising activities, including online fundraising activities, that involve the
13 participation of the general student population in the marketing process of the fundraising effort.
14 All other fundraising activities, including online fundraising activities, must have written
15 approval from the principal and comply with all administrative procedures issued by the
16 Superintendent of Schools. The authorization request shall contain the following information:²
- 17 a. A list of the proposed fundraising activities;
- 18 b. Purpose of the fundraising activity;
- 19 c. Proposed uses of funds raised;
- 20 d. Expected student involvement in fundraising activity (school-wide or individual class or
21 club); ~~and~~
- 22 e. Margin of profit and how it is to be paid to the school; *and*
- 23 f. *Type of fundraising activity (e.g., in-person, crowdfunding, etc).*
- 24 5. The Superintendent of Schools shall determine whether the activity will benefit the school,
25 contribute to the welfare of the student body, and supplement, not replace, funds necessary to
26 fulfill the Board's required contributions.
- 27 6. Students shall not be excused from a regular class to participate in a fundraising activity. No
28 grade in a subject or course shall be affected by a student's participation in a fundraising activity.

1 7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students
2 who do not participate in fundraising activities shall not be punished or discriminated against in
3 any way.

4 This policy shall not be construed as preventing a teacher from using instructional or informational
5 materials even though the materials might include reference to a brand, a product, or a service.

6 **ACTIVE FUNDRAISERS**

7 The Board authorizes the Superintendent of Schools/ designee to annually approve four (4) active
8 fundraisers for elementary schools and five (5) active fundraisers for middle and high schools.

9 Examples of fundraisers include, but are not limited to:

10 1. Active

11 a. School pictures, rings (if there is an assembly), some “fun-runs”, “read-a-thons” (if an
12 assembly or celebration party during instructional time is used as an incentive), prom
13 fashion assembly, assemblies where children pay to get in (teacher / student basketball
14 games, etc.), and spring fling or field day where items are sold as fundraisers.

15 2. Passive

16 a. Market Day, Kroger Cares, Christmas Greens, vending machines, some candy and cookie
17 sales (i.e., sold between classes), bookstores, phone book collection, can drives, yearbook
18 sales.
19

20 **LOTTERIES**

21 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from
22 among purchasers of chances by means of tickets through a random selection process.³

23 **ONLINE FUNDRAISING¹**

24 Individual schools may establish school-wide online fundraising accounts. The accounts must meet all
25 fundraising requirements established by the Board and the *Tennessee-Internal School Funds Uniform*
26 *Accounting Policy Manual*. The principal or his/her designee of each school shall have access to the
27 established fundraising account to ensure all funds are properly accounted for, and the information is
28 recorded in the school’s accounting records by the designated personnel. Online fundraising shall not
29 be used on behalf and for the benefit of an outside party.

30 Employees shall not engage in online fundraising in their official capacity as district employees nor
31 make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another
32 to believe such activity is an approved school fundraiser.

33 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES⁴**

34 On approval of the principal, an employee may be authorized to raise and use funds for the following
35 noneducational purposes:

- 1 1. Bereavement support;
- 2 2. Award recognition;
- 3 3. Employee morale;
- 4 4. Banquets; or
- 5 5. Other situations at the principal's discretion.

6 These funds shall be derived from vending machine revenue from machines designated for teacher use
7 only or donations.

8 ***RECORDKEEPING'***

9 ***The Superintendent of Schools/designee shall ensure that the appropriate records are maintained***
10 ***for each fundraising activity and shall be responsible for collecting and maintaining the appropriate***
11 ***documents that show the approving, tracking, and monitoring of each fundraising activity.***

Legal References

1. *Tennessee Internal School **Funds Uniform Accounting Policy Manual**, Sections **4-28 through 4-31***
2. *Tennessee Internal School **Funds Uniform Accounting Policy Manual**, Section 4-29*
3. Tenn. Att'y Gen. Op. No. 03-049 (Apr. 22, 2003)
4. TCA 49-2-134

Cross References

School Support Organization 2.404
Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Purchasing Cards, Credit Cards, & Credit Lines</h2>	Descriptor Code: 2.8051	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

2 District purchasing and credit cards shall be maintained by the Superintendent of Schools/designee
 3 through procedures developed and maintained in the district office for the purchase of appropriate
 4 goods and services for district or school related purposes only.¹ The purchasing and credit cards will be
 5 kept in a secure location, and account numbers will remain confidential. Principals shall be the only
 6 employees authorized to apply for a credit card on a school’s behalf.

7 The Superintendent of Schools/designee shall review and approve card transactions. Purchases which
 8 are not approved by the Superintendent of Schools or the Assistant Superintendent of Finance will be
 9 reimbursed to the district within ten (10) days of notification.

10 **AUTHORIZED USE**

11 Purchasing card use shall be limited to small incidental emergency purchases and may not be used for
 12 normal operating expenditures. Cash withdrawals using district credit cards are prohibited.

13 Credit cards may be used for transactions in which the use of a standard purchase order is either
 14 impossible or would result in a delay of the delivery of goods or services during an emergency. Credit
 15 cards may also be used to facilitate out-of-town travel for official school business. Pre-travel
 16 authorization is required before any charges related to travel are made.

17 Card users shall be held accountable for appropriate use of purchasing and credit cards. Unauthorized
 18 use of a purchasing card, credit card, or credit line shall be grounds for disciplinary action, including
 19 termination of employment. Cash advances using district credit cards are prohibited.

20 Any school employee that purchases items with the purchasing card, credit card, or any approved
 21 credit line shall follow the guidelines outlined below:

- 22 1. Original receipts for each purchase shall be turned into the bookkeeper within three (3) working
 23 days of purchase;
- 24 2. If the credit card is used to pay for a conference or training, a copy of the registration form shall
 25 be turned in;
- 26 3. The bookkeeper or a separate employee shall check off on purchases and the physical inventory
 27 that is purchased;
- 28 3. The bookkeeper or a separate employee shall check off on purchases and the physical inventory
 29 that is purchased;
- 30

- 1 4. All purchases shall be district or school related purchases;
- 2
- 3 5. If there is any incurred finance or late charges, the responsibility will belong to the person or
- 4 program associated with said charges; and
- 5
- 6 6. Under no circumstances will the purchasing card, credit card, or credit line be used to make
- 7 personal purchases.

Legal Reference

- 1. *Internal School Funds Manual*, Section 4-6;
Sections 4-11 through 4-13

Cross References

- Executive Committee 1.301
- Purchasing 2.805
- Purchase Orders and Contracts 2.808

Williamson County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Credit for Prior Courses	Descriptor Code: 4.604	Issued Date: 10/24/22
		Rescinds: 4.6041	Issued: 06/20/16

1 Students enrolled in grades 9 -12 who have completed a course equivalent to a high school level course
2 may earn high school credit toward graduation. Students may earn credit toward graduation upon passing
3 a comprehensive written examination in accordance with standards determined as follows:¹

- 4 1. The examination shall provide evidence that the students have mastered all of the terminal
5 objectives in the applicable curriculum framework adopted by the State Board of Education and
6 shall be scored and graded on the same scale as for high school students who enroll in the
7 course for which credit is being given.
8
- 9 2. Students must score proficient as determined by the comprehensive written examination in
10 order to receive credit toward high school graduation.
11
- 12 3. The course name and a course grade of pass *or no credit* will be entered on the high school
13 transcript with the notation “Cr. Ex.” for Credit by Exam beside the course.
14
- 15 4. Students eligible to test for credit may include students transferring from a district which does
16 not place high school courses taken at the middle school level on the high school transcript or
17 beginning 9th grade students with no high school transcript. ~~The WCS school must, however,
18 receive an official grade report along with documentation from the previous school that
19 confirms that the student has completed a high school level course at the middle school level
20 before testing for credit can occur.~~
- 21
22 5. In order for a student to test for credit, the WCS school must receive an official grade report
23 with documentation from the previous school to confirm the student has completed a course for
24 high school credit.

Legal References

1. TCA 49-6-1202; State Board of Education Policy
2.102

Williamson County Schools

Monitoring: Review: Annually, in December	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 06/17/19
		Rescinds: 4.700	Issued: 01/17/17

1 *General*

2 The Board shall provide for a system-wide testing program which shall be periodically reviewed and
3 evaluated. The purposes of the program shall be to:

- 4 1. Assist in promoting accountability;
- 5
- 6 2. Determine the progress of students;
- 7
- 8 3. Assess the effectiveness of the instructional program and student learning;
- 9
- 10 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 11
- 12 5. Analyze the improvements needed in each instructional area;
- 13
- 14 6. Assist in the screening of students with learning difficulties;¹
- 15
- 16 7. Assist in placing students in remedial programs;
- 17
- 18 8. Provide information for college entrance and placement; and
- 19
- 20 9. Assist in educational research by providing data.²

21 The Superintendent of Schools shall be responsible for planning and implementing the program which
22 includes:

- 23 1. Determining specific purposes for each test;
- 24
- 25 2. Selecting the appropriate test to be given;
- 26
- 27 3. Establishing procedures for administering the tests;
- 28
- 29 4. Making provisions for interpreting and disseminating the results;
- 30
- 31 5. Maintaining testing information in a consistent and confidential manner; and
- 32
- 33 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special
34 learning program might be necessary.

1 State-mandated student testing programs shall be undertaken in accordance with guidelines published
2 by the State Department of Education.³

3 **WEIGHTING TCAP SCORES**

4 Student scores for all TNReady **TCAP** Grades 3-8 and End of Course tests shall be calculated as part of
5 the student's grade at the minimum weight required by the Tennessee State Board of Education and state
6 law.

7 *The Williamson County School System shall use the following methodology: cube root.*

8 The Superintendent of Schools may exclude these scores from students' final grades if results are not
9 received by the district at least five (5) instructional days before the end of the course.^{4,5}

10 ***INTEREST INVENTORIES AND CAREER ASSESSMENTS***⁶

11 *Interest inventories shall be made available to middle and high school students. These shall include*
12 *assessments such as YouScience, Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or the*
13 *College Board Career Finder.*

14 *Career aptitude assessments shall be administered to middle schoolers in order to inform the student's*
15 *high school plan of study. Upon receiving the results from these assessments, the school shall provide*
16 *students with information on any available career and technical education opportunities in which the*
17 *student is eligible to participate in.*

18 *Prior to the dissemination of the survey to students, parent(s)/guardian(s) shall be notified of their*
19 *ability to review the materials. Such notification shall include information indicating the purpose of*
20 *the survey as well as who will have access to the results. The survey shall only be administered to*
21 *students under the age of eighteen (18) whose parent(s)/guardian(s) provide written, informed, and*
22 *voluntarily signed consent. A student who is eighteen (18) years of age or older may participate after*
23 *he/she provides written, informed, and voluntarily signed consent.*

24 **TESTING INFORMATION AND PARENTAL CONSENT**

25 Any test directly concerned with measuring student ability or achievement through individual or group
26 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee
27 of the district without first obtaining written consent of the parent(s)/guardian(s).²

28 Results of all group tests shall be recorded on students' permanent records and shall be made available
29 to appropriate personnel in accordance with established board policies.⁷

30 No later than July 31st of each year, the Board shall publish on its website information related to state
31 and board mandated tests that will be administered during the school year. The information shall
32 include:⁸

33 1. The name of the test;

34

- 1 2. The purpose and use of the test;
- 2
- 3 3. The grade or class in which the test will be administered;
- 4
- 5 4. The tentative date or dates that the test will be administered;
- 6
- 7 5. The time and manner in which parent(s)/guardian(s) and students will be notified of the results
- 8 of the test;
- 9
- 10 6. How parent(s)/guardian(s) can access the questions and answers on their student's state-
- 11 required tests; and
- 12
- 13 7. If a board mandated test, how the test complements and enhances student instruction and
- 14 learning and how it serves a purpose distinct from state-required tests.

15 Testing information shall also be placed in student handbooks or other school publications that are
16 provided to parent(s)/guardian(s) on an annual basis.

17 ***TESTING TRANSFER STUDENTS FOR GRADE PLACEMENT FOR GRADES 1-8⁹***

18 *Students transferring from a Category IV church-related school, Category V private school, or*
19 *home school shall be awarded credit upon completion of a written exam with a qualifying score.*
20 *These exams shall be approved, administered, and graded by the school's principal/designee. Upon*
21 *request from a parent/guardian, student scores from a nationally standardized achievement test in*
22 *the relevant subject shall be accepted as a substitute for these exams.*

23 *For students in grades one through eight (1-8), the exam shall only cover the last grade completed.*
24 *The Superintendent of Schools shall provide notice to parent(s)/guardian(s) of these exams.*

25 ***TESTING TRANSFER STUDENTS FOR GRADE PLACEMENT AND/OR AWARDING CREDIT***
26 ***FOR GRADES 9-12⁹***

27 *Students transferring from a Category IV church-related school, Category V private school, or*
28 *home school shall be awarded credit upon completion of a written exam with a qualifying score.*
29 *These exams shall be approved, administered, and graded by the school's principal/designee. Upon*
30 *request from a parent/guardian, student scores from a nationally standardized achievement test in*
31 *the relevant subject shall be accepted as a substitute for these exams.*

32 *For students in grades nine through twelve (9-12), the exam shall only cover the last course*
33 *completed by the student (for example, if a student has completed English I, II, and III, the*
34 *examination shall only cover English III). The Superintendent of Schools shall provide notice to*
35 *parent(s)/guardian(s) of these exams.*

1 ***HIGH SCHOOL CREDIT EXAM FOR ELIGIBLE COURSES¹⁰***

2 *A student in grades nine through twelve (9-12) may receive credit for an eligible course in which the*
3 *student is not enrolled but attains a qualifying score on the eligible course's credit exam.*

4 *The Superintendent of Schools/designee shall be responsible for determining which eligible courses*
5 *will have a credit exam and shall provide high school students the opportunity to take a credit exam*
6 *for an eligible course offered. Each eligible course's credit exam shall be administered to any*
7 *student seeking course credit no less than once a calendar year. Student must make a request to*
8 *school counselor in order to take credit exams. Before taking a credit exam, the student shall be*
9 *notified of the qualifying score needed to receive credit for the eligible course and the grade that will*
10 *be included in his/her overall grade point average if the student achieves a qualifying score on the*
11 *credit exam. A student may only take a credit exam once.*

12 *A student may take up to four (4) exams, earning no more than four (4) credits that will be applied*
13 *to the student's graduation requirements and be included in the student's overall grade point*
14 *average.*

15 *The Superintendent of Schools/designee shall provide information on these exams to the*
16 *Department of Education at the end of the school year per state law.*

Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(11)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.03(10); State Board of Education Policy 2.103; TCA 49-1-617
6. ***TCA 49-6-412; TCA 49-2-211***
7. TCA 10-7-504(a)(4)(A)
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103
9. ***TRR/MS 0520-07-01-.03(3)***
10. ***TCA 49-6-6017; State Board of Education Policy 2.103***

Cross References

- Student Surveys, Analyses, and Evaluations 6.4001
Student Records 6.600

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 08/21/23
		Rescinds: 5.305	Issued: 09/21/20

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.
6

- 7 3. Spouses who are both eligible employees of the school district are limited to a combined total of
8 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken
9 for the birth and care of a newborn child, for the placement of a child with the employee for
10 adoption or foster care, or to care for a parent who has a serious health condition. Under certain
11 circumstances, spouses who share leave for the birth or adoption of a child may be eligible for
12 limited amounts of additional leave for other qualifying FMLA reasons.⁵
13
- 14 4. Paid Parental Leave – Under state law, an additional six (6) work weeks of paid leave is available
15 to eligible *licensed* employees after a birth, stillbirth, or adoption of a newly placed minor child.
16 An eligible employee taking leave under this provision shall not be required to utilize any other
17 type of accrued leave during this period. Eligible *licensed* employees include teachers, principals,
18 supervisors, or other individuals required by law to hold a valid license of qualification for
19 employment who have been employed with a school district full time for at least twelve (12)
20 consecutive months.

21 *All other full-time employees, who are not required to hold a license for employment, are*
22 *eligible for an additional six (6) work weeks of paid leave after a birth, stillbirth, or adoption*
23 *of a newly placed minor child. An eligible, non-licensed employee must have worked for WCS*
24 *for 12 consecutive months in a full-time status and be FMLA eligible in order to be approved*
25 *for the 6 weeks of paid parental leave.*
26

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

33 **LEAVE FOR A SERIOUS HEALTH CONDITION⁷**

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

41 **LEAVE FOR MILITARY FAMILY MEMBERS**

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

- 6
7 a. Issues arising from the service member’s short notice deployment;
8 b. Military events and related activities (e.g., official ceremonies, support programs);
9 c. Making or updating financial and legal arrangements;
10 d. Attending counseling;
11 e. Taking up to fifteen (15) days leave to spend time with a covered service member who
12 is on short-term rest and recuperation leave during deployment; or
13 f. Attending post-deployment activities.

14
15 2. *Military Caregiver Leave*⁹ - An eligible employee who is the spouse, son, daughter, parent, or
16 next of kin of a covered service member or covered veteran with a serious injury or illness is
17 entitled to up to twenty-six (26) workweeks of leave in a “single twelve (12) month period.” A
18 covered service member is a current member of the Armed Forces, including a member of the
19 National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is
20 otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious
21 injury or illness.

22
23 A covered veteran is an individual who was a member of the Armed Forces at any time during
24 the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy
25 that has a serious injury or illness and who is currently receiving medical treatment, recuperation,
26 or therapy.

27
28 The “single twelve (12) month period” for military caregiver leave begins on the first day the
29 employee takes leave for this reason and ends twelve (12) months later. An eligible employee is
30 limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered
31 service member. The maximum of twenty-six (26) workweeks may include no more than twelve
32 (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement
33 of a child for adoption or foster care, for care of a parent who has a serious health condition, or
34 for the employee's own serious health condition.

35 **INTERMITTENT LEAVE**¹⁰

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

1 RESTRICTIONS

2 1. Notice Requirements

- 3
- 4 a. *Employee Notice*¹¹- For foreseeable leave, the employee shall provide the
5 Superintendent of Schools/designee with at least thirty (30) days written notice before
6 the beginning of the anticipated leave.
7
- 8 b. *District Notice*- Once it has been established that the leave requested qualifies for
9 FMLA, the Superintendent of Schools/designee shall notify the employee within five
10 (5) business days (absent extenuating circumstances) that any leave taken pursuant to
11 state leave statutes (paid vacation leave, personal leave, sick leave, or workers'
12 compensation) shall run concurrently with FMLA leave.¹² The notice may be given
13 orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than
14 the following pay day.¹³

15 2. Certification Requirement¹⁴

- 16
- 17 a. The Superintendent of Schools/designee may require that a request for leave be
18 supported by certification issued by a health care provider with the following
19 information:
20
- 21 i. The date on which the serious health condition commenced;
 - 22 ii. The probable duration of the condition;
 - 23 iii. The appropriate medical facts within the knowledge of the health care provider
24 regarding the condition; and
 - 25 iv. A statement that the eligible employee is needed to care for the son, daughter,
26 spouse, or parent and an estimate of the amount of time that such employee is
27 needed.
- 28
- 29 b. If there is any reason to doubt the validity of the certification provided, the
30 Superintendent of Schools may require, at the expense of the school district, an opinion
31 of a second health care provider.
32

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

- 34
- 35 a. If leave is taken more than five (5) weeks prior to the end of the term, the
36 Superintendent of Schools may require the employee to continue taking leave until the
37 end of the term if the leave is at least three (3) weeks of duration and the return of
38 employment would occur during the three (3) week period before the end of the term.
39
- 40 b. If the leave is taken five (5) weeks prior to the end of the term, the Superintendent of
41 Schools may require the employee to continue taking leave until the end of the term if the
42 leave is greater than two (2) weeks duration and the return to employment would occur
43 during the two (2) week period before the end of the term.
44

1 **REQUIREMENTS OF THE BOARD¹⁶**

- 2 1. The employee shall be restored to the same position of employment or an equivalent position
3 with no loss of benefits, pay, or other terms of employment.
- 4 2. The employee shall be kept under any group health plan for the duration of the leave.
- 5 3. The Board may recover the premium paid under the following conditions:
6
7 a. The employee fails to return from leave after the period of leave has expired; and
8
9 b. The employee fails to return to work for a reason other than the continuation,
10 recurrence, or onset of a serious health condition or other circumstances beyond the
11 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)
5. 29 CFR § 825.120(a)(3)
6. TCA 8-50-802
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. Tenn. Att’y Gen. Op. 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 November	Descriptor Term: Report Cards and Grading Systems	Descriptor Code: 4.600	Issued Date: 02/20/23
		Rescinds: 4.600	Issued: 08/15/22

1 **REPORT CARDS**

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

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

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

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

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

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

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

16 The student is making progress toward the standard.

17 The student is not making progress toward the standard

18 **GRADES 2- 12 NUMERICAL GRADING SCALE:¹**

19 <u>Grade</u>	<u>Grade Range</u>
20 A	90 - 100
21 B	80 - 89
22 C	70 - 79
23 D	60 - 69
24 F	0 - 59
25 I	Incomplete (must be removed during the next grading period)
26 P/F	Credit by Examination

27 This grading system shall be uniform throughout the school district for each grade.

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

4 **WEIGHTED GRADES**

5 Advanced coursework grades shall be weighted with additional percentage points to calculate the
 6 semester average. Depending on the course taken, the following percentage points shall be assigned:

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

12 For courses that include an opportunity for industry certification and dual enrollment, teachers will add
 13 four (4) percentage points for each grading period and each semester exam. For the second semester,
 14 students must sit for the appropriate exam in order to earn the four (4) additional percentage points.
 15 The methodology used to calculate the dual enrollment percentage points and the conversion chart
 16 shall be included annually in the High School Programming Guide.

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

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

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

24 Middle school students taking high school courses and high school students taking online courses, will have
 25 their grades recorded on the high school transcript with the earned letter grade and corresponding
 26 grade point average (GPA).

27

28 **GPA CALCULATION FOR HIGH SCHOOL COURSES**

29 <u>Grade</u>	<u>Value</u>	<u>Regular</u>	<u>Honors/Pre-AP</u>	<u>Statewide/Local Dual Credit/AP/IB/Dual</u> <u>Enrollment</u>
31 A	90 – 100	4	4.5	5
32 B	80 – 89	3	3.5	4
33 C	70 – 79	2	2.5	3
34 D	60 – 69	1	1.5	2

1 F 0 – 59 0 0 0

2 This weighted grading scale shall be used for all official purposes including report cards, GPA, honor
3 roll, etc.

4 **LOTTERY SCHOLARSHIPS²**

5 Each school counselor shall provide incoming freshman with information on college core courses
6 required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT
7 score, etc.) that must be met in order to receive a scholarship.

8 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal
9 Student Aid (FAFSA). The FAFSA is available at the counseling office or online. Students shall be made
10 aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

11 **LOTTERY SCHOLARSHIP DAY**

12 Each school year, prior to scheduling courses for the following school year, schools teaching students in
13 grades 8-11 shall conduct a lottery scholarship day for students and their parents.³

14 **COLLEGE ADMISSIONS**

15 For purposes of communicating with college admissions offices and scholarship granting agencies, grade
16 point averages (GPA) will be calculated.

17 **HONORS RECOGNITION**

18 The weighted GPA will be calculated on all course work using the Williamson County Grading Scale.
19 GPA will also be calculated using the Tennessee Uniform Grading Scale for Lottery/Hope Scholarship
20 purposes. Both the Williamson County weighted GPA and the Tennessee Uniform GPA will appear on
21 the transcript.

22 Williamson County Schools will not rank students numerically.

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

24 Summa Cum Laude 4.25 and above

25 Magna Cum Laude 4.00-4.24

26 Cum Laude 3.75-3.99

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

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

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

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

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

Legal References

1. TRR/MS 0520-01-03-.02, State Board of Education
Policy 3.301; TCA 49-6-407
2. TCA 49-4-904, 907
3. TCA 49-4-932(f)

Cross References

Credit Recovery 4.210
Promotion and Retention 4.603