



## Williamson County Board Policy Committee

August 5, 2024 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

### 1. Agenda

#### 2. Board Policies First and Final Reading

- a. 1.501 Code of Conduct for Visitors to Schools
- b. 1.800 School Calendar
- c. 2.403 Property Sales
- d. 3.202 Emergency Preparedness Plan
- e. 3.205 Security
- f. 4.213 Family Life Curriculum
- g. 4.600 Report Cards and Grading Systems
- h. 4.603 Promotion and Retention
- i. 4.700 Testing Programs
- j. 5.307 Physical Assault Leave
- k. 5.701 Substitute Teachers
- l. 6.309 Zero Tolerance Offenses
- m. 6.4052 Opioid Antagonist
- n. 6.409 Reporting Child Abuse

#### 3. Board Policies First Reading

- a. 4.215 Use of Artificial Intelligence Programs (New)
- b. 4.6051 Credit Requirements for Graduation

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>Conduct of Code for Visitors to the Schools and Electronic and Verbal Communication to Employees</b>	Descriptor Code: <b>1.501</b>	Issued Date: <b>11/26/18</b>
		Rescinds: <b>1.501</b>	Issued: <b>09/16/02</b>

## 1 *General*

2 Except on occasions such as school programs, athletic events, open house, and similar public events, all  
3 visitors shall report to the school office when entering the school. Visitors must show a photo I.D. and  
4 sign in. Authorization to visit elsewhere in the building or on the school campus will be determined by  
5 the principal/designee. Guest passes shall be issued for all persons other than students and employees of  
6 the school, or any person with a badge issued by Williamson County Schools.<sup>1</sup>

7 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto  
8 the grounds or into the school buildings during the hours of student instruction except students assigned  
9 to that school, the staff of the school, parents/legal guardians of students, and other persons with lawful  
10 and valid business on the school premises.<sup>2</sup>

## 11 *VISITOR CONDUCT*

12 Persons who come onto school property shall be under the jurisdiction of the site administrator/designee.  
13 Individuals who come onto school property or who contact employees on school or district business are  
14 expected to behave accordingly. ~~Specifically, action that are prohibited include, but are not limited to~~  
15 *This code of conduct shall prohibit the following:*

- 16 1. Cursing and use of obscenities;
- 17 2. Disrupting or threatening to disrupt school or office operations;
- 18 3. Acting in an unsafe manner that could threaten the health or safety of others;
- 19 4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
- 20 5. Physical attacks intended to harm an individual or substantially damage property.

21 *The visitor code of conduct shall be posted on the district's website as well as the school's website,*  
22 *and electronic copies of the code shall be provided to all teachers, counselors, administrative staff,*  
23 *and other school employees. In addition, each school entrance shall have the visitor code of conduct*  
24 *posted prominently along with the phone number of someone in the school's administration who*  
25 *can answer questions about the code.*<sup>3</sup>

26

1 ***CONSEQUENCES FOR CODE OF CONDUCT VIOLATION***

2 The principal/designee has the authority to exclude from the school premises any persons disrupting  
3 the educational programs in the classroom or in the school, disturbing the teachers or students on the  
4 premises, or on the premises for the purpose of committing an illegal act.<sup>2</sup>

5 The principal shall contact law enforcement officials when he/she believes the situation warrants such  
6 measures.

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Legal References

1. [TCA 49-2-303\(b\)\(4\)](#)
2. [TCA 49-6-2008](#); [TCA 39-14-406](#)
3. [Public Acts of 2024, Chapter No. 810](#)

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Cross References

Board-Community Relations 1.500  
Section 504 and ADA Grievance Procedures 1.802  
Vendor Relations 2.809  
Safety 3.201  
Security 3.205  
School Volunteers 4.501

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>School Calendar</b>	Descriptor Code: <b>1.800</b>	Issued Date: <b>11/26/18</b>
		Rescinds: <b>1.800</b>	Issued: <b>08/15/16</b>

1 At the September Board meeting, the Board may approve parameters for the calendar committee. The  
2 committee shall be responsible for obtaining feedback and suggestions regarding the school calendar  
3 from employees, students, parents/guardians, and school-related organizations.

4 No later than the end of the school year, the Board will adopt, upon the recommendation of the  
5 Superintendent of Schools, an official school calendar for the succeeding school year. The calendar  
6 will identify holidays, vacation days, summer sessions, and other extensions of the school year. The  
7 calendar may be revised by the Board, upon recommendation of the Director of Schools, due to  
8 inclement weather or other factors.

9 The regular school year shall be 200 days<sup>1</sup> and scheduled as follows:

- 10 • A minimum of 180 student attendance days;
- 11 • A minimum of five (5) days in-service education for all certificated personnel;
- 12 • One (1) day for parent-teacher conferences;
- 13 • Four (4) discretionary days; and
- 14 • *School closures for the presidential primary election and/or regular November general*  
15 *election.*<sup>2</sup>

16 The calendar shall be distributed to the school staff at the opening of the school term.

## 17 STUDENT ATTENDANCE DAYS

18 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or  
19 inclement weather, the time lost shall be made up to the required minimum unless otherwise approved  
20 by the State Department of Education.<sup>1</sup>

## 21 IN-SERVICE EDUCATION

22 Each day of in-service education included in the school calendar shall be equivalent to not less than six  
23 (6) hours of planned activities.<sup>3</sup>

## 24 DISCRETIONARY DAYS

25 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as  
26 student attendance days, in-service days, or administrative days which may be used by administrators,  
27 faculty, and staff for preparation for commencement of classes, record keeping, grading examinations,  
28 parent-teacher conferences, and other classroom functions.<sup>1</sup>

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Legal References

1. [TCA 49-6-3004\(a\)\(1\)-\(6\)](#)
2. [Public Acts of 2024, Chapter No. 573](#)
3. [TN Dept. of Education, \*Guidelines for Planning Approvable In-Service Education Activities\*](#)

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Cross References

Compensation Guides and Contracts 5.110  
Attendance 6.200

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Property Sales</b>	Descriptor Code: <b>2.403</b>	Issued Date: <b>09/16/19</b>
		Rescinds: <b>2.403</b>	Issued: <b>02/18/19</b>

## 1 SURPLUS PROPERTY SALES

2 The Board shall make such provisions as are deemed necessary to dispose of any property owned by it  
3 but no longer needed for public school purposes. Once school property is no longer needed for public  
4 school purposes formal steps shall be undertaken to dispose of this property in accordance with the  
5 manner prescribed by state law and appropriate property transaction procedures.<sup>1</sup>

6 Property which is deemed to be temporarily surplus to the needs of the district may be rented according  
7 to terms suggested by the Superintendent of Schools and approved by the Board. The Board may dispose  
8 of any property to which it has title and upon which it has constructed a building under its vocational  
9 education trades and industries program, such sale to be a public sale or a negotiated sale,  
10 notwithstanding the provisions of any public or private act of the general assembly of the state of  
11 Tennessee. If, in the opinion of a majority vote of the Board members, a negotiated sale will realize the  
12 best price obtainable for any property so sold, the Board shall advertise in a newspaper of general  
13 circulation in the county that the property is for sale, and a negotiated sale shall not be completed until  
14 thirty (30) days after the publication of the legal notice. *Notice shall also be published on a news and  
15 information website in accordance with state law.*<sup>3</sup> The Board shall, by a majority vote of the members  
16 at a regular meeting, approve and record the price and name of the purchaser of any property so sold.<sup>2</sup>

17 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the system, the  
18 Board shall approve other methods of disposal.<sup>4</sup>

## 19 EQUIPMENT SALES

20 It is the expressed intent of the Board that surplus real property acquired by taxpayers' dollars, should be  
21 sold. All surplus real property should be sold to the highest bidder after advertising in a newspaper of  
22 general circulation in the county at least fifteen (15) days prior to the sale. Auction is the preferred  
23 method of sale, but sealed bids may be accepted instead. No surplus real property may be sold to a Board  
24 member or employee.

## 25 *DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS*<sup>6</sup>

26 When equipment that was purchased with federal dollars is no longer needed for the original project or  
27 program or for other activities currently or previously supported by a federal agency, disposition of the  
28 equipment shall be made as follows:

- 29 1. Items of equipment with a current per-unit fair market value of five thousand dollars (\$5,000)  
30 or less may be retained, sold, or otherwise disposed of with no further obligation to the  
31 awarding agency; or  
32

1 Items of equipment with a current per unit fair market value in excess of five thousand dollars (\$5,000)  
2 may be retained or sold, and the awarding agency shall have a right to an amount calculated by  
3 multiplying the current market value or proceeds from sale by the awarding agency's share of the  
4 equipment.

## 5 **REAL PROPERTY SALE**

6 When the Board determines that any real property is no longer needed for school purposes or should, in  
7 the interest of the district, be exchanged for other property, it may sell or exchange such property in  
8 accordance with the provisions that follow:

- 9 1. Prior to the sale, the Board shall cause the appraisal of the property by two appraisers who shall  
10 make separate reports.
- 11 2. A notice of sale shall be published. The notice shall set out the terms and conditions of sale.  
12 The Board may permit the bidders to specify conditions. The notice shall state that bids will be  
13 received on a specified date.
- 14 3. All bids shall be available for examination by the public. Any bidder may raise his bid after the  
15 Board has given notice by mail to other bidders. The Board may also conduct an auction  
16 provided any previous bidder has been given written notice of the auction.
- 17 4. The Board may sell the property to the highest and best bidder or may reject all bids.
- 18 5. The Board may employ a broker or auctioneer who may be paid from the proceeds of the sale  
19 without appropriation. The broker or auctioneer may not be one of the appraisers.
- 20  
21  
22  
23

## 24 **Trade-in Property**

25 Where new property is purchased by the Board in accordance with law on condition that property of a  
26 similar nature, owned by the Board is to be traded in or exchanged as a part of such purchase in  
27 reduction of the price, such trade-in shall be legal without appraisal or notice of sale.

## 28 **Exchange of Property**

29 In general, any exchange of property shall follow as nearly as possible the procedure for the sale of the  
30 property.

## 31 **SCHOOL PROPERTIES DISPOSAL PROCEDURE**

32 Surplus property which has no value or has a value less than five hundred dollars (\$500.00) may be  
33 disposed of without the necessity of bids. In order for such disposal without bids, the Principal of the  
34 school with the surplus property, the Superintendent of Schools and the Chairman of the Board must  
35 all agree in writing that the property is of no value or is of a value less than five hundred dollars  
36 (\$500.00).

37

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Legal References

1. [TCA 49-6-2006\(b\)\(3\); TCA 49-6-2208](#)
2. [TCA 49-6-2007\(b\)](#)
3. [Public Acts of 2024, Chapter No. 793](#)
4. [TCA 49-6-2007\(d\)](#)
5. [TCA 12-2-403\(a\)](#)
6. [2 CFR § 200.313\(e\)](#)

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Cross References

Duties of Officers 1.201  
Inventories 2.702  
Textbooks and Instructional Materials 4.400

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>08/21/23</b>
		Rescinds: <b>3.202</b>	Issued: <b>08/15/22</b>

## 1 *General*

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

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

## 9 **FIRE AND SAFETY DRILLS**

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

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

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

20 *The district shall work with local law enforcement and the local fire department to develop a*  
21 *procedure for identifying the cause of a fire alarm activation. This procedure must be in place by*  
22 *January 1, 2025 and shall be reviewed and updated annually thereafter.*<sup>4</sup>

## 23 **ANNUAL DRILLS**<sup>5</sup>

24 The principal shall ensure that the school safety team conducts each of the following type of drills  
25 annually:

- 26 1. An armed intruder drill in coordination with local law enforcement;
- 27
- 28 2. An incident command drill; and
- 29
- 30 3. An emergency safety bus drill.

**1 AED DRILLS<sup>6</sup>**

2 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in  
3 the event of a medical emergency. The principal shall ensure that the drill occurs.

4 The Superintendent of Schools shall develop the necessary administrative procedures on AED and  
5 CPR training, planning, notification, and maintenance to comply with state law.

**6 MEDICAL EMERGENCIES/PANDEMIC FLU<sup>7</sup>**

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

**11 REMOTE LEARNING DRILLS<sup>8</sup>**

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

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**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. [Public Acts of 2024, Chapter No. 563](#)
5. [TCA 49-6-807](#)
6. [TCA 49-2-122](#); [TCA 49-6-1208](#); [Public Acts of 2024, Chapter No. 625](#)
7. [TCA 49-6-3004\(a\), \(c\)](#); [TCA 49-5-404](#)
8. [TCA 49-2-139](#)

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**Cross References**

Safety 3.201  
Community Use of School Facilities 3.206

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: <b>08/21/23</b>
		Rescinds: <b>3.205</b>	Issued: <b>09/16/19</b>

## 1 *General*<sup>1</sup>

2 The Superintendent of Schools shall establish procedures to protect schools which shall include, but  
3 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;

8 4. Developing programs that contribute to the proper care and use of school facilities and  
9 equipment; and

10 5. Ensuring that equipment purchased with federal funds is managed as directed by federal law.<sup>2</sup>

11 All exterior doors leading into a school building shall be locked at all times and access to school  
12 buildings is limited to the school's primary entrance during the school day as well as when students are  
13 present outside of regular school hours.<sup>3</sup>

14 The principal shall immediately *report to* call law enforcement officials *and the Superintendent of*  
15 *Schools* in cases involving illegal entry, *assault and battery resulting in serious personal injury or*  
16 *involving the use of a weapon*, building damage, theft, vandalism *endangering life health, or safety,*  
17 *or valid threats of mass violence.*<sup>4</sup> ~~The principal shall notify the Superintendent of Schools as soon as~~  
18 ~~practical, but no longer than twenty-four (24) hours after a case of vandalism, theft, building damage,~~  
19 ~~and/or illegal entry.~~ The Superintendent of Schools/designee is authorized to sign a criminal complaint  
20 and press charges. The Superintendent shall report all signing of such complaints to the Board.

## 21 **AFTER SCHOOL HOURS**

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

## 24 **LAW ENFORCEMENT SERVICES**<sup>1</sup>

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

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

3 **CYBERSECURITY<sup>6</sup>**

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.

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Legal References

1. [TCA 49-6-805\(3\)](#)
2. [2 CFR § 200.313](#)
3. [TCA 49-6-817](#)
4. [Public Acts of 2024, Chapter No. 882](#)
5. [TCA 49-6-4217](#)
6. [TCA 49-6-805\(9\)](#)

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Cross References

Visitors to the Schools 1.501  
Inventories 2.702

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Family Life Education</b>	Descriptor Code: <b>4.213</b>	Issued Date: <b>08/16/21</b>
		Rescinds: <b>4.213</b>	Issued: <b>06/17/19</b>

1 *General*

2 A family life education program shall be implemented within the school district in compliance with state  
3 law.<sup>1</sup>

4 A parent/guardian who chooses not to have a student participate in the family life education program  
5 shall submit such request in writing to the principal. A student who is excused from the program shall  
6 be assigned alternative health activities and shall not be penalized academically.

7 **FAMILY LIFE INSTRUCTION**

8 The curriculum for the family life education program shall, in a manner that is age-appropriate and  
9 factually and medically accurate, include the following:<sup>2</sup>

- 10 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
- 11
- 12 2. Encourage sexual health by helping students understand how the whole person is affected by  
13 sexual activity as well as other risk behaviors;
- 14
- 15 3. Provide information about human reproduction, including conception, birth, and prenatal care,  
16 as well as the process of adoption and its benefits;
- 17
- 18 4. Provide information on the family unit and the responsibilities and consequences related to sexual  
19 activity, including the challenges of single teen parenting;
- 20
- 21 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual  
22 activity;
- 23
- 24 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual  
25 abuse, including such abuse that may occur in the home, human trafficking in which a victim is  
26 the child, and internet crimes against children;
- 27
- 28 7. Provide instruction on the prevention of dating violence;
- 29
- 30 8. Encourage communication between parent(s)/guardian(s) and students;
- 31

1 9. Address the legal aspects of sexual activity with emphasis on the rights of the student; and

2  
3 *10. Include the presentation of a high-quality, computer-generated animation or high-definition*  
4 *ultrasound of a least three (3) minutes in duration that shows the development of the brain,*  
5 *heart, and other vital organs in early fetal development per state academic standards.<sup>3</sup>*

6 *Instruction in topics related to sexual activity are not age-appropriate for students in grades*  
7 *kindergarten through five (K-5) and shall not be taught as part of the family life curriculum. This*  
8 *does not prohibit instruction on detection, intervention, prevention, and treatment of child sexual*  
9 *abuse and human trafficking of children.<sup>4</sup>*

10 The family life education program shall be reviewed annually to ensure that the prohibited items of  
11 instruction, as provided for in state law,<sup>5</sup> are not included in the curriculum.

## 12 TRAINING ON INSTRUCTION

13 Personnel providing family life instruction shall receive training prior to presenting such instruction.  
14 Personnel shall conduct such instruction with maturity and discretion.

## 15 REPORTING<sup>2</sup>

16 *At the beginning of each school year, the Superintendent of Schools shall provide the contact*  
17 *information to the Department of Children's Services of each employee or trained professional*  
18 *providing instruction on family life curriculum related to child sex abuse, human trafficking, and*  
19 *internet crimes.*

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### Legal References

1. [TCA 49-6-1302](#)
2. [TCA 49-6-1304; Public Acts of 2024, Chapter No. 571](#)
3. [Public Acts of 2024, Chapter No. 795](#)
4. [Public Acts of 2024, Chapter No. 970](#)
5. [TCA 49-6-1304\(b\)](#)

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Report Cards and Grading Systems</b>	Descriptor Code: <b>4.600</b>	Issued Date: <b>02/20/23</b>
		Rescinds: <b>4.600</b>	Issued: <b>05/16/22</b>

## 1 **REPORT CARDS**

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

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

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

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

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

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

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

16 The student is making progress toward the standard.

17 The student is not making progress toward the standard

## 18 **GRADES 2- 12 NUMERICAL GRADING SCALE:<sup>1</sup>**

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

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

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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 • *Honors Courses and Pre-AP courses, including middle school courses taught at high school*  
 8 *honors level, shall include the addition of three (3) percentage points to the grades used to*  
 9 *calculate the semester average;*
- 10 • *Local and Statewide Dual Credit, Capstone Industry Certification Aligned shall include the*  
 11 *addition of four (4) percentage points to the grade used to calculate the semester average;*  
 12 *and*
- 13 • *Advanced Placement, Cambridge International, College Level Exam Program (CLEP),*  
 14 *International Baccalaureate Courses, and Dual Enrollment Courses shall include the*  
 15 *addition of five (5) percentage points to the grades used to calculate the semester average.*

16 *The methodology used to calculate the dual enrollment percentage points and the conversion chart*  
 17 *shall be included annually in the High School Programming Guide.*

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

23 For courses that include an opportunity for industry certification and dual enrollment, teachers will add  
 24 four (4) percentage points for each grading period and each semester exam. For the second semester,  
 25 students must sit for the appropriate exam in order to earn the four (4) additional percentage points.

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

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

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

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

#### 36 **GPA CALCULATION FOR HIGH SCHOOL COURSES**

<u>Grade</u>	<u>Value</u>	<u>Regular</u>	<u>Honors/Pre-AP</u>	<u>Statewide/Local Dual Credit/AP/IB/Dual Enrollment</u>
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1					
2	A	90 – 100	4	4.5	5
3	B	80 – 89	3	3.5	4
4	C	70 – 79	2	2.5	3
5	D	60 – 69	1	1.5	2
6	F	0 – 59	0	0	0

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

### 9 **LOTTERY SCHOLARSHIPS<sup>2</sup>**

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

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

### 16 **LOTTERY SCHOLARSHIP DAY**

17 Each school year, prior to scheduling courses for the following school year, schools teaching students in  
18 grades 8-11 shall conduct a lottery scholarship day for students and their parents.<sup>3</sup>

### 19 **COLLEGE ADMISSIONS**

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

### 22 **HONORS RECOGNITION**

23 The weighted GPA will be calculated on all course work using the Williamson County Grading Scale.  
24 GPA will also be calculated using the Tennessee Uniform Grading Scale for Lottery/Hope Scholarship  
25 purposes. Both the Williamson County weighted GPA and the Tennessee Uniform GPA will appear on  
26 the transcript.

27 Williamson County Schools will not rank students numerically.

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

29	Summa Cum Laude	4.25 and above
30	Magna Cum Laude	4.00-4.24
31	Cum Laude	3.75-3.99

- 1 Valedictorian and Salutatorian will be chosen using the following criteria:
- 2 Student must qualify for the highest Latin System honor awarded in the respective school.
- 3 Student must sit for the AP /IB exam for every course in which enrolled and must achieve a score of 3
- 4 or above on 75% of the AP / IB exams taken.
- 5 Student will participate in at least 20 hours of community service during their four years of high
- 6 school.
- 7 Students must earn the highest overall ACT composite for their graduating class. The highest ACT is
- 8 considered the valedictorian(s) and the second highest is considered the salutatorian(s).

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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, 905, 907](#)
3. [TCA 49-4-932\(f\)](#)

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Cross References

Credit Recovery 4.210  
Promotion and Retention 4.603

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Promotion and Retention</b>	Descriptor Code: <b>4.603</b>	Issued Date: <b>01/17/23</b>
		Rescinds: <b>4.603</b>	Issued: <b>06/17/19</b>

## 1 **General**

2 All promotion and retention decisions shall be made on a case-by-case basis and comply with state and  
3 federal law. All decisions shall be made in consultation with a student's IEP and/or 504 team, if  
4 applicable.<sup>1</sup>

5 Students who have difficulty in achieving the requirements for promotion may be considered for  
6 retention. Schools shall identify these students by February 1<sup>st</sup>. Factors used to identify students for  
7 retention shall include:<sup>2</sup>

- 8 1. The student's ability to perform at the expectations of the current grade-level standards;
- 9
- 10 2. The results of local assessments, screening, or monitoring tools;
- 11
- 12 3. State assessments, as applicable;
- 13
- 14 4. Home Literacy Reports; <sup>3</sup>
- 15
- 16 5. The overall academic achievement of the student;
- 17
- 18 6. The student's likelihood of success with more difficult material if promoted to the next grade;
- 19
- 20 7. Attendance record; and
- 21
- 22 8. The student's maturity.

23 Students may be identified for retention after the February 1<sup>st</sup> deadline if the delay in identifying a  
24 student is due to:<sup>4</sup>

- 25 1. Date of enrollment; or
- 26
- 27 2. Additional information acquired from state or local assessments or screening data.

## 28 ***VOLUNTARY RETENTION***

29 ***A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain***  
30 ***his/her student in the current grade level if:***

1 *1. The student has a documented academic or behavior delay; and*

2  
3 *2. The parent/guardian believes that retention may benefit the student.<sup>5</sup>*

#### 4 **PROMOTION PLANS<sup>6</sup>**

5 When a student is considered for retention, the student's parent/guardian shall be notified within  
6 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student  
7 avoid retention. The individualized promotion plan shall be developed in coordination with the  
8 student's teachers, IEP or 504 team, if applicable, and may also include input from the student's  
9 parent(s)/guardian(s), school counselor, or other appropriate school personnel.

10 A copy of the plan will be provided to the student's parent(s)/guardian(s), and the school shall offer the  
11 opportunity for a parent-teacher conference to discuss the plan.

12 Promotion plans shall include evidence-based promotion strategies. Each promotion plan shall also  
13 include expectations and measurements that can be used to verify that a student has made sufficient  
14 progress to be promoted to the next grade level.

15 If a student is not making progress on his/her promotion plan, then the promotion strategies shall be  
16 modified to support the student in the goal of promotion to the next grade level. Parent(s)/guardian(s)  
17 shall be provided with any changes to the promotion plan.

18 A student who demonstrates sufficient academic progress with the strategies included in his or her  
19 promotion plan shall be promoted to the next grade level unless retention is required per additional  
20 requirements for students in third and fourth grade.<sup>7</sup>

21 If a student has not demonstrated sufficient academic progress as defined in his/her promotion plan by  
22 the end of the school year, the student shall be eligible to enroll in a summer reading or learning  
23 program, if available. If a student is enrolled in a summer program, then a decision for retention shall  
24 be made after completion of the summer program. A decision for retention shall be made and  
25 communicated to the student's parent or guardian at least ten (10) calendar days prior to the start of the  
26 next school year. However, if the student wasn't enrolled in a summer program, the  
27 parent(s)/guardian(s) shall be notified of a decision for retention at least thirty (30) calendar days prior  
28 to the start of the next school year.<sup>8</sup>

29 The notification to the student's parent/guardian of the retention decision shall be in writing and sent  
30 electronically and shall include information regarding the right of the parent/guardian to appeal the  
31 retention decision.

#### 32 **RETENTION<sup>7</sup>**

33 A student may be retained when such retention is in the best interest of the student or when retention is  
34 required per additional requirements for students in third and fourth grade.

#### 35 *Decision of Retention—General<sup>9</sup>*

36 If a retention decision has been made, then the school shall develop an individualized academic  
37 remediation plan for the retained student within thirty (30) calendar days after the beginning of the

1 next school year. A copy of the academic remediation plan shall be provided to the student's  
2 parent/guardian within ten (10) calendar days of development of such plan. The academic remediation  
3 plan shall be developed in coordination with the student's teachers and may also include input from the  
4 student's parents, school counselor, or other appropriate school personnel. The academic remediation  
5 plan shall be implemented to help the retained student attain and demonstrate learning proficiency and  
6 shall include at least one (1) of the following strategies:

- 7 1. Adjustment to the current instructional strategies or high quality instructional materials;
- 8
- 9 2. Additional instructional time;
- 10
- 11 3. Individual tutoring;
- 12
- 13 4. Attendance or truancy interventions; or
- 14
- 15 5. Modification to the student's classroom assignment to ensure the student receives  
16 instruction from a teacher with a level of overall effectiveness of above expectations (level  
17 4) or significantly above expectations (level 5).
- 18

19 Retention shall not:

- 20
- 21 1. Be used without an academic remediation plan;
- 22
- 23 2. Be used as a punitive or disciplinary measure;
- 24
- 25 3. Be based solely on English language proficiency, for student who are identified as English  
26 learners;
- 27
- 28 4. Be based solely on the student's disability or suspected disability; or
- 29
- 30 5. Be based solely on a student's maturity.

31 A student shall not be retained more than one (1) time in any given grade level. The progress of a  
32 retained student shall be closely monitored and reported to parents a minimum of three (3) times  
33 during the school year in which the student is retained.

#### 34 *Decision of Retention—Third Grade<sup>10</sup>*

35 Third grade students shall not be promoted to the next grade unless they are determined to be  
36 proficient (i.e. receive a performance level rating of "*on track*"~~met expectations~~ or "*mastered*"  
37 ~~exceeded expectations~~) on the English language arts (ELA) portion of the student's most recent TCAP  
38 test.

39  
40 Students who are not proficient in ELA may still be promoted if the following conditions are met:  
41

- 1 1. A student in third grade receiving a performance level rating of “approaching expectations” on  
2 the ELA portion of the student’s most recent TCAP test may be promoted if:  
3
  - 4 a. The student is an English language learner and has received less than two (2) full years  
5 of ELA instruction;
  - 6 b. The student was previously retained in grades K-3;
  - 7 c. The student was retested in accordance with TDOE guidelines before the next school  
8 year and scores proficient in ELA;
  - 9 d. The student attends a learning loss bridge camp before the next school year, maintains a  
10 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-  
11 test at the end of the camp;
  - 12 e. The student receives high-dosage, low-ratio tutoring for the entirety of the next school  
13 year in accordance with state law; or
  - 14 *f. The student demonstrated proficiency in ELA standards by scoring with the fiftieth  
15 percentile (50%) on the most recently administered state-provided benchmark  
16 assessment and the district provides tutoring services to the student during the entire  
17 fourth grade school year and notifies the student’s parent/guardian, in writing, of the  
18 benefits of enrolling the student in summer school.*
- 19  
20 2. A student in third grade receiving a performance level of “below expectations” on the ELA  
21 portion the student’s most recent TCAP test may be promoted if:  
22
  - 23 a. The student is an English language learner and has received less than two (2) full years  
24 of ELA instruction;
  - 25 b. The student was previously retained in grades K-3;
  - 26 c. The student was retested in accordance with TDOE guidelines before the next school  
27 year and scores proficient in ELA; or
  - 28 d. The student attends a learning loss bridge camp before the next school year, maintains a  
29 ninety percent (90%) attendance rate, and receives high-dosage, low-ratio tutoring for  
30 the entirety of the next school year in accordance with state law.

### 31 *Decision of Retention – Fourth Grade<sup>10</sup>*

32 *Students in the following categories may be promoted to fifth grade if they demonstrate adequate*  
33 *growth on the fourth-grade ELA portion of the TCAP test:*

- 34 *1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the*  
35 *fourth-grade school year; and*  
36
- 37 *2. A student who was promoted to fourth grade due to attending a learning loss bridge camp*  
38 *while maintaining a ninety percent (90%) attendance rate and receiving tutoring for the*  
39 *entirety of the fourth-grade school year.*

40 *If a student that was promoted to fourth grade under one of the provisions above does not*  
41 *demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test, then the following*  
42 *shall occur:*

- 1 *1. The student's principal shall convene a conference consisting of the following parties: the*  
2 *student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.*
- 3
- 4 *2. The conference shall review the student's fourth grade ELA performance to determine if the*  
5 *student should be promoted to fifth grade.*
- 6
- 7 *3. At the conclusion of the conference, a majority of the parties shall agree to one of the*  
8 *following:*
  - 9 *a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of*  
10 *the student's fifth-grade year; or*
  - 11 *b. The student will be retained in fourth grade. A student shall not be retained more*  
12 *than once in fourth grade.*
- 13

14 ~~A student who is promoted to fourth grade pursuant to the two pathways listed above must show~~  
15 ~~adequate growth on the fourth grade ELA portion of TCAP before the student may be promoted to the~~  
16 ~~fifth grade. A student shall not be retained in fourth grade more than once.~~

#### 17 *Decision of Retention—Students with Disabilities*<sup>11</sup>

18  
19  
20 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the  
21 student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of  
22 TCAP was due to the student's disability. The school district shall not retain a student with a disability  
23 or suspected disability that impacts their ability to read.

#### 24 **APPEALS**<sup>8, 12</sup>

##### 25 *For Local Retention Decisions Not Required Through the Tennessee Learning Loss Remediation and* 26 *Student Acceleration Act*

27  
28  
29  
30 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision  
31 to retain the student and provided with information on the right to appeal the decision. Appeals shall be  
32 made to a committee appointed by the principal within ten (10) days. The student and his/her  
33 parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given  
34 an opportunity to address the committee. The committee shall conduct a hearing within ten (10) days  
35 to determine if the student will be promoted and issue such a decision within ten (10) days. Upon  
36 notification of the committee decision, the principal shall send written notification to the  
37 Superintendent or his/her designee and the parent(s)/guardian(s). The notification shall advise  
38 parent(s)/guardian(s) of their right to appeal such action within five (5) days to the Superintendent or  
39 his/her designee.

40  
41 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A  
42 decision shall be issued within five (5) days.

43  
44 Within five (5) business days of the Superintendent or his/her designee rendering a decision, the  
45 student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the

1 records. Follow the review, the Board may affirm or overturn the decision of the Superintendent or  
 2 his/her designee. The action of the Board shall be final.

3  
 4 *For Students Required to Be Retained Due to the Tennessee Learning Loss Remediation and Student  
 5 Acceleration Act*

6  
 7 For students where retention is required per the additional requirements for students in third and fourth  
 8 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in  
 9 accordance with state law.<sup>13</sup>

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Legal References

1. [20 USCA § 1400 et seq.](#); [29 U.S.C. § 794 \(Section 504\)](#); [TRR/MS 0520-01-03-.16](#); [TCA 49-6-3115](#)
2. [TRR/MS 0520-01-03-.16\(5\)](#)
3. [TCA 49-1-905\(e\)](#)
4. [TRR/MS 0520-01-03-.16\(4\)](#)
5. [Public Acts of 2024, Chapter No. 829](#)
6. [TRR/MS 0520-01-03-.16\(6\)](#)
7. [TRR/MS 0520-01-03-.16\(6\)\(f\)](#)
8. [TRR/MS 0520-01-03-.16\(6\)\(e\)](#)
9. [TRR/MS 0520-01-03-.16\(6\)\(g\)](#)
10. [TRR/MS 0520-01-03-.16\(7\)](#)
11. [29 U.S.C. § 794 \(Section 504\)](#); [20 USCA § 1400 et seq.](#); [TRR/MS 0520-01-03-.16\(7\)\(e\)](#); [Public Acts of 2024, Chapter No. 989](#)
12. [TRR/MS 0520-01-03-.16\(3\)](#); [TRR/MS 0520-01-02-.17\(7\)](#); [TCA 49-6-3102\(e\)\(1\)](#)
13. [TRR/MS 0520-01-03-.16\(7\)\(f\)](#)

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Cross References

Credit Recovery 4.210  
 Grading System 4.600  
 Attendance 6.200

# Williamson County Schools

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Testing Programs</b>	Descriptor Code: <b>4.700</b>	Issued Date: <b>02/20/24</b>
		Rescinds: <b>4.700</b>	Issued: <b>06/17/19</b>

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;<sup>1</sup>
- 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.<sup>2</sup>

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 by  
2 the State Department of Education.<sup>3</sup>

## 2 **WEIGHTING TCAP SCORES**

3 Student scores for all TCAP Grades 3-8 and End of Course tests shall be calculated as part of  
4 the student's grade at ~~the minimum weight required by the Tennessee State Board of Education and state  
law.~~ *fifteen (15) percent.*

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

6 The Superintendent of Schools may exclude these scores from students' final grades if results are not  
received by the district at least five (5) instructional days before the end of the course.<sup>4,5</sup>

## 7 **INTEREST INVENTORIES AND CAREER ASSESSMENTS<sup>6</sup>**

8 Interest inventories shall be made available to middle and high school students. The interest  
9 inventories made available to students include assessments such as YouScience, Kuder  
10 assessment, Myers-Briggs Type Indicator, the ASVAB, the College Board Career Finder, or other  
11 interest or career inventory that assists students in determining the students' interest and in making  
career decisions.

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

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

## 22 **TESTING INFORMATION AND PARENTAL CONSENT**

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

26 Results of all group tests shall be recorded on students' permanent records and shall be made available  
27 to appropriate personnel in accordance with established board policies.<sup>7</sup>

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

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

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

#### 19 TESTING TRANSFER STUDENTS FOR GRADE PLACEMENT FOR GRADES 1-8<sup>9</sup>

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

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

#### 27 TESTING TRANSFER STUDENTS FOR GRADE PLACEMENT AND/OR AWARDING CREDIT 28 FOR GRADES 9-12<sup>9</sup>

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

34 For students in grades nine through twelve (9-12), the exam shall only cover the last course completed  
by the student (for example, if a student has completed English I, II, and III, the

1 examination shall only cover English III). The Superintendent of Schools shall provide notice to  
2 parent(s)/guardian(s) of these exams.

### 3 HIGH SCHOOL CREDIT EXAM FOR ELIGIBLE COURSES<sup>10</sup>

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

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

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

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

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#### 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

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#### Cross References

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

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Physical Assault Leave</b>	Descriptor Code: <b>5.307</b>	Issued Date: <b>08/21/23</b>
		Rescinds: <b>5.307</b>	Issued: <b>06/06/14</b>

## 1 *General*

2 *Employees shall be notified of their right to report a physical assault to the appropriate law*  
3 *enforcement agency.<sup>1</sup>*

4 An *employee* ~~teacher~~ who is absent from assigned duties as a result of personal injury caused by  
5 physical assault or other violent criminal acts committed in the course of the ~~teacher's~~ *employee's*  
6 employment duties shall receive his/her full salary and full benefits until the ~~teacher~~ *employee* is  
7 released by his/her physician to return to work or his/her physician determines the ~~teacher~~ *employee* is  
8 permanently unable to return to work. *Hourly employees shall receive an amount representing the*  
9 *average number of hours the employee works for the district per pay period along with their full*  
10 *benefits, if available, until the employee is released by his/her physician to return to work or his/her*  
11 *physician determines the employee is permanently unable to return to work. An hourly employee is*  
12 *not eligible to receive the continued pay and benefits if he/she has been employed by the district for*  
13 *less than one (1) full pay period.<sup>2</sup>*

14 If the ~~teacher~~ *employee* receives workers' compensation or other similar benefits, the Board shall pay  
15 the difference between that amount and the ~~teacher's~~ *employee's* full salary *or average pay, as*  
16 *applicable.<sup>2</sup> The district shall pay the full salary or average salary, or the difference between the*  
17 *employee's full salary or average pay, as applicable, and the workers' compensation or similar*  
18 *benefits, if any, for up to one (1) year.*

## 19 *PHYSICIAN STATEMENT*

20 A signed statement listing the cause of the absence shall be provided by the employee on forms  
21 furnished by the Superintendent of Schools and shall promptly be given to the immediate supervisor in  
22 support of all claims. A certificate from the physician on forms furnished by the Superintendent of  
23 Schools may also be required to verify the extent of the injury.<sup>3</sup>

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### Legal References

1. [Public Acts of 2024, Chapter No. 915](#)
2. [TCA 49-5-714\(a\); Public Acts of 2024, Chapter No. 839](#)
3. [TRR/MS 0520-01-02-.04\(4\)\(b\)](#)

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### Cross References

Worker's Compensation 3.602  
Sick Leave 5.302

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: <b>09/19/22</b>
		Rescinds: <b>5.701</b>	Issued: <b>09/16/19</b>

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1,2</sup>  
2 Substitute teachers may be employed and paid directly by the Board.

3 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit  
4 eligibility conditions as substitute teachers employed directly by the Board.<sup>2</sup>

## 5 **APPLICATION/QUALIFICATIONS**

6 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.<sup>3</sup>

7 Applicants with revoked or suspended licenses or certificates according to the State Board of Education  
8 shall not be hired.<sup>4</sup>

9 Qualifications for substitute teachers shall be determined by the Superintendent of Schools in compliance  
10 with board policy, state laws, and State Board of Education rules and regulations.

11 A list of substitute teacher(s) will be prepared by the Assistant Superintendent of Human Resources or  
12 designee who will maintain file(s) which may include transcripts, credentials, recommendations, and  
13 other pertinent information.

## 14 **COMPENSATION**

15 If employed directly by the district, the compensation of substitute teachers shall be determined annually  
16 by the Board.

17 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same  
18 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired  
19 after July 1, 2011 through July 1, 2016.<sup>5</sup>

## 20 **CERTIFICATION**

21 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a  
22 substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught  
23 or shall be a retired teacher that held the appropriate endorsement.<sup>6</sup> When substituting for a teacher  
24 without sick leave, the substitute shall be certified and paid according to the state salary schedule.<sup>1</sup>

## 1 EMERGENCY NEEDS

2 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.  
3 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being  
4 unable to arrive on time or remain for the full day.

5 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would  
6 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay  
7 for both positions at the same time.

## 8 TRAINING AND ORIENTATION

9 The Superintendent of Schools shall be responsible for ensuring that there are appropriate training and  
10 development programs for substitute teachers *that includes the annual school safety training required*  
11 *by state law.*<sup>7</sup>

## 12 RESPONSIBILITIES

13 Substitute teachers shall assume the same responsibilities as the regular teacher, including but not limited  
14 to, bus duty and playground supervision.

## 15 RE-EMPLOYMENT/TERMINATION

16 On an annual basis, the Superintendent of Schools, with input from the principals, shall determine which  
17 substitute teachers performed at an acceptable level. Substitute teachers who performed below an  
18 acceptable level shall not be re-employed.

19 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying  
20 the principal and/or third-party employer if they wish to terminate their service as substitutes.

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### Legal References

1. [TRR/MS 0520-01-02-.04\(5\)](#)
2. [TCA 49-5-709](#)
3. [TCA 49-5-413\(a\)\(2\)](#)
4. [TCA 49-2-203\(a\)\(14\)\(C\)](#)
5. [TCA 49-3-312\(b\)](#)
6. [TCA 49-3-312\(a\); TRR/MS 0520-01-02-.04\(5\)\(b\)](#)
7. [Public Acts of 2024, Chapter No. 735; TCA 49-6-805\(7\)](#)

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### Cross References

- Background Investigations 5.118  
Employment of Retirees 5.119

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Zero Tolerance: Drugs, Drug Paraphernalia, Alcohol, Weapons, and Assault</b>	Descriptor Code: <b>6.309</b>	Issued Date: <b>08/21/23</b>
		Rescinds: <b>6.309</b>	Issued: <b>06/20/22</b>

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

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

- 8 1. **DRUGS.**<sup>3</sup> Students shall not unlawfully possess, handle, transmit, use, be under the influence  
9 of, share, or sell drugs or any controlled substances in any way in school buildings, on school  
10 grounds, or on other grounds used for school purposes, (including parking lots or athletic  
11 facilities), on school buses, or at any school sponsored activity. “Drug” means any controlled  
12 substance, marijuana, legend drug or any other substance whose possession or use is regulated  
13 in any manner by any governmental authority. Exception: Use of tobacco products is not a zero  
14 tolerance offense. See policy 1.803 (Tobacco-Free Schools).  
15
- 16 2. **DRUG PARAPHERNALIA.**<sup>3</sup> Students shall not possess, handle, transmit, use, share or sell  
17 drug paraphernalia in any way in school buildings, on school grounds, or on other grounds used  
18 for school purposes (including parking lots or athletic facilities), on school buses, or at any  
19 school sponsored activity. For purposes of this policy, “drug paraphernalia” shall be as defined  
20 in T.C.A. §49-6-4202(3).  
21
- 22 3. **ALCOHOL.** Students shall not 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.**<sup>2</sup> 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.**<sup>5</sup> 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.**<sup>6</sup> Students shall not  
 2       *communicate*, by any means of communication, *a valid (credible) threat* to commit an act of  
 3       mass violence on school property or at a school-related activity *as determined by the threat*  
 4       *assessment team*. “Mass violence” means any act which a reasonable person would conclude  
 5       could lead to the serious bodily injury or the death of two (2) or more persons. “Means of  
 6       communication” means ~~direct and indirect verbal, written, or electronic communications,~~  
 7       ~~including graffiti, pictures, diagrams, telephone calls, voice over internet protocol calls, video~~  
 8       ~~messages, voice mails, electronic mail, social media posts, instant messages, chat group posts,~~  
 9       ~~text messages, and any other recognized means of conveying information.~~ “School property”  
 10       means any school building or bus, school campus, grounds, recreational area, athletic field, or  
 11       other property owned, used, or operated by any local education agency, private school board of  
 12       trustees, or directors for the administration of any 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.**<sup>5</sup> 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       2. **POSSESSION OF WEAPONS OTHER THAN FIREARMS.**<sup>2</sup> State law allows the school  
 22       administrator to use ‘reasoned’ judgment when determining the punishment for the possession,  
 23       use, handling and/or transmission of items that may be classified as weapons other than  
 24       firearms. The definition of a weapon is a broad one since any object that could be used to inflict  
 25       harm or injury to another falls into that category. In determining punishment, the principal will  
 26       consider the object determined to be the weapon, the circumstances surrounding the incident,  
 27       and the intent of the student charged with the weapons offense when making his decision. The  
 28       principal may assign punishment, including suspension, based on these considerations of up to  
 29       one calendar year.
- 30       3. **OTHER INSTRUMENTS AND SUBSTANCES.** Students are further forbidden to be in  
 31       possession of or use any instruments or substances, including but not limited to nonprescription  
 32       drugs, chemicals, inhalants, pencils, scissors, razors or compasses, with the intent to do harm to  
 33       self or others or in a manner which renders the item dangerous in school buildings or on school  
 34       grounds, or on any grounds used for school purposes at any time, or in school vehicles and/or  
 35       buses or off the school grounds at a school-sponsored activity, function or event.

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

## 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.<sup>8</sup>
- 5
- 6 2. The principal shall recommend placement in the Alternative Learning Center.<sup>7</sup>
- 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
- 12 5. Hearing: the student and parent have access to an administrative hearing under the provisions  
13 of Section IV below. During the suspension period, the student shall not be permitted to attend  
14 or participate in extra-curricular activities.

## 15 APPEAL

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

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 include this policy and related school discipline procedures within in the District's  
 21 student handbook and refer parents to the Williamson County Schools' online student handbook.

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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](#); [TCA 49-6-3401\(g\)\(2\)\(D\)](#); [Public Acts of 2024, Chapter No. 882](#)
7. [TCA 49-6-3401\(g\)\(2\)](#); [TCA 49-6-3402](#)
8. [TCA 49-6-4209](#); [TCA 39-17-1312](#); [20 USCA § 7961\(h\)\(1\)](#); [Public Acts of 2024, Chapter No. 882](#)

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Cross References

Threat Assessment Team 3.204  
 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: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Opioid Antagonist</b>	Descriptor Code: <b>6.4052</b>	Issued Date: <b>11/18/19</b>
		Rescinds: <b>6.4052</b>	Issued:

1 *General*

2 The school district shall maintain an opioid antagonist at each school in at least two (2) unlocked,  
3 secure locations to be administered to any student believed to be having a drug overdose.<sup>1</sup> *The opioid*  
4 *antagonist shall be stored in accordance with the manufacturer's instructions.*<sup>2</sup> School nurses and  
5 other school personnel expected to provide emergency care to students shall be trained according to the  
6 Tennessee Department of Health guidelines. The school nurse or other trained school personnel may  
7 utilize the school's supply of opioid antagonists to respond to a drug overdose under a standing  
8 protocol from a physician.

9 *School district staff shall not prohibit a student, employee, or visitor from possessing an opioid*  
10 *antagonist while the person is on school property or attending a school-sponsored activity held at a*  
11 *location that is not school property.*<sup>2</sup>

12 **PARENTAL NOTIFICATION**

13 The school district shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist  
14 has been administered.

15 **PROCEDURES**

16 The Superintendent of Schools shall develop procedures for the maintenance and usage of opioid  
17 antagonists as well as procedures regarding record keeping and reporting after any incident.

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Legal References

1. [State Board of Education Policy 4.205; TCA 49-50-1604](#)
2. [Public Acts of 2024, Chapter No. 629](#)

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Reporting Child Abuse</b>	Descriptor Code: <b>6.409</b>	Issued Date: <b>08/15/22</b>
		Rescinds: <b>6.409</b>	Issued: <b>09/21/20</b>

## 1 *General*

2 The Superintendent of Schools shall:<sup>1</sup>

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional  
4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school  
5 *and submit this information to the Department of Children's Services;*  
6
- 7 2. Require that the Coordinator and the Alternate receive appropriate training;  
8
- 9 3. Supply the Coordinator with all necessary resources;  
10
- 11 4. Ensure that all employees working directly with students annually complete the child abuse  
12 training program required by state law.<sup>2</sup>

13 The Coordinator shall assist any employee with appropriately reporting and responding to instances of  
14 child abuse or child sexual abuse.

## 15 **REPORTING**

16 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.<sup>3</sup> If personnel  
17 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed  
18 immediately with the Coordinator, the Department of Children's Services (DCS), and law  
19 enforcement.<sup>4</sup> When alleged abuse involves someone employed by, previously employed by, or  
20 otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement  
21 prior to notifying the Coordinator.<sup>5</sup>

22 The report shall include, to the extent known by the reporter:<sup>6</sup>

- 23 1. The name, address, telephone number, and age of the child;  
24
- 25 2. The name, telephone number, and address of the parents or persons having custody of the child;  
26
- 27 3. The nature and extent of the abuse or neglect; and  
28
- 29 4. Any evidence to the cause or any other information that may relate to the cause or extent of the  
30 abuse or neglect.

31 The Superintendent of Schools/designee shall develop reporting procedures, including sample  
32 indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.

## 1 CONFIDENTIALITY

2 District employees shall keep all information regarding any child abuse confidential in accordance  
3 with state law.

## 4 INVESTIGATIONS

5 School administrators and employees have a duty to cooperate, provide assistance, and information in  
6 child abuse investigations<sup>7</sup> including permitting DCS teams to conduct interviews while the child is at  
7 school. The principal may control the time, place, and circumstances of the interview but may not  
8 insist that a school employee be present even if the suspected abuser is a school employee or another  
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the  
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.<sup>8</sup>

## 11 TRAINING

12 Employees of the school district will be provided with information of this board policy, as well as with  
13 procedures for reporting suspected student abuse or neglect. This information, in addition to staff  
14 development training, will be provided through materials and training offered during a faculty meeting  
15 at each school during the first four weeks of the school term.

16 Staff development training will occur including types of child abuse and neglect, recognizing child  
17 abuse and neglect, and procedures for reporting child abuse and neglect.

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### Legal References

1. [TCA 49-6-1601; Public Acts of 2024, Chapter No. 571](#)
2. [TCA 37-1-408](#)
3. [TCA 37-1-403\(a\)\(1\); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605\(a\)\(4\)](#)
4. [TCA 37-1-403\(a\)\(2\); TCA 49-6-1601](#)
5. [TCA 49-6-1601\(d\)\(1\)\(B\)\(v\)](#)
6. [TCA 37-1-403\(b\)](#)
7. [TCA 37-1-611\(b\)](#)
8. [Tenn. Op. Atty. Gen. No. 87-101 \(June 9, 1987\)](#)

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### Cross References

Recommendations and File Transfers 5.203  
Staff-Student Relations 5.610  
Interrogations and Searches 6.303  
Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation 6.304  
Title IX & Sexual Harassment 6.3041  
Promoting Student Welfare 6.400

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Use of Artificial Intelligence Programs</b>	Descriptor Code: <b>4.215</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the  
3 district.<sup>1</sup>

4 Only approved AI programs may be utilized in student instruction or in completing student work. The  
5 Superintendent of Schools shall develop a procedure for staff to submit additional programs for  
6 approval.

7 District instructional technology staff are tasked with overseeing the implementation of AI programs.  
8 These staff members will review artificial intelligence programs to ensure compliance with district  
9 policies as well as state and federal student data privacy laws and present recommendations to the  
10 Superintendent of Schools/designee for approval.

11 Employees shall not place personally identifiable information, financial information, intellectual  
12 property, or other confidential information into an AI system.

13 The Superintendent of Schools shall incorporate training programs on AI into professional  
14 development for district staff. This training shall focus on responsible use of AI and best practices for  
15 use in school settings and include instruction regarding personally identifiable information and the  
16 need to comply with state and federal data privacy laws. Emphasis shall be placed on the importance of  
17 securing and properly storing any data that is collected by the district in compliance with state and  
18 federal law.

19 **STAFF USE**

20 Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting  
21 communications, notes, images, and the development of content for instructional or administrative  
22 purposes, as well as analyzing data and information. The following requirements shall be adhered to  
23 when using AI in the completion of work:

- 24 1. Employees shall disclose their use of a generative AI tool if failure to do so would:  
25 a. Violate the terms of the use of the AI tool;  
26 b. Would mislead a supervisor or others as to the nature of the work; or  
27 c. Would be inconsistent with the teacher code of ethics;<sup>2</sup>  
28

- 1        2. Employees shall take all reasonable precautions to ensure the security of private student data
- 2        when utilizing AI programs;
- 3
- 4        3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in
- 5        order to reduce the risk of errors and inaccuracies; and
- 6
- 7        4. Outputs shall not be incorporated into proprietary content or works.
- 8

## 9        **STUDENT USE**

10       Teachers may allow students to use approved AI programs for instructional purposes. Any such use  
11       shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall  
12       ensure students are provided with appropriate instruction on the responsible use of AI.

## 13       **ACADEMIC INTEGRITY**

14       Students shall be instructed on responsible use standards including but not limited to the following:

- 15        1. Effective use of generative AI;
- 16
- 17        2. When it is appropriate to use AI in assignments;
- 18
- 19        3. How to determine whether AI responses are accurate;
- 20
- 21        4. Users assume responsibility for incorporating AI content responsibly; and
- 22
- 23        5. The difference between cheating and seeking support.

## 24       **REPORTING**

25       The Superintendent of Schools shall submit a report to the Board of Education each June on how this  
26       policy will be enforced in the upcoming school year. The Board shall approve the report and the  
27       Superintendent shall submit it to the Department of Education by July 1<sup>st</sup>.

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### Legal References

1. [Public Acts of 2024, Chapter No. 550](#)
2. [TCA 49-5-1001](#)

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### Cross References

Use of the Internet 4.406

# Williamson County Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <b>Credit Requirements for Graduation</b>	Descriptor Code: <b>4.6051</b>	Issued Date: <b>05/16/22</b>
		Rescinds: <b>4.6051</b>	Issued: <b>10/21/19</b>

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

## 5 CURRICULUM

	Units of Credit
7 English Language Arts	4
8 Math	4
9 Science	3
10 Social Studies	3
11 Wellness	1
12 Physical Education	.5
13 Personal Finance	.5
14 <i>World Language</i>	<i>2*</i>
15 <i>Fine Arts</i>	<i>1</i>
16 <i>Computer Science</i>	<i>1**</i>
17 <i>Elective Focus</i>	<i>3***</i>

18 ~~The High School Transition Policy (2010) requires students take a mathematics course each year while~~  
 19 ~~in high school to complete a 4-credit core that must include Algebra I, Geometry, Algebra II, (or~~  
 20 ~~equivalent of these courses), and one advanced math course. *Students shall complete four (4) Math*~~  
 21 ~~*credits including Algebra I, II, Geometry and a fourth higher level math course, which may include*~~  
 22 ~~*computer science. Students completing one or more of the required Math courses prior to ninth*~~  
 23 ~~*(9<sup>th</sup>) grade are only required to take three years of Math. These courses must appear on the*~~  
 24 ~~*student's transcript.*~~

25 Students shall be required to complete three (3) units of Science credit including the following:  
 26 Biology I, Chemistry or Physics, and a third lab science, *which may include computer science.*

27 Students shall be required to complete three (3) units of Social Studies credit including the following:  
 28 United States History; World History and Geography, European History AP, or Human Geography  
 29 AP; Economics; and U.S. Government.

30 Certain CTE substitutions may be used to fulfill graduation requirements in accordance with approved  
 31 course substitutions.

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

5 The .5 Physical Education requirement may be met by substituting a documented and equivalent time  
 6 of physical activity in marching band, JROTC, cheerleading, dance team, TSSAA interscholastic  
 7 athletics, or athletics for high school students which are under the management of a Tennessee not-for-  
 8 profit entity, and which are approved by the Superintendent and other areas approved by the Board. A  
 9 TDOE approved dance course may substitute for the .5 Physical Education credit if not utilized as a  
 10 Fine Art credit.

### 11 **ADDITIONAL PATH REQUIREMENTS**

	Units of Credit
13 World Language*	2
14 Fine Arts*	1
15 Elective Focus**	3
16 Sub-Total	6
17 TOTAL	22.0

18 \*Students not planning to attend a university may request a waiver of the world language requirements  
 19 to expand and enhance their elective focus. Approval of such should come from the Office of the  
 20 Assistant Superintendent for Secondary Schools.

21  
 22 *\*\*Beginning with students who enroll in ninth (9<sup>th</sup>) grade in the 2024-25 school year or any  
 23 subsequent school year, students shall earn at least one (1) credit for computer science in high  
 24 school. Students may fulfill this requirement by substituting computer science for the student's  
 25 fourth credit of Math, third credit of Science, or an Elective Focus credit. Students may only use  
 26 computer science as a substitution to fulfill one (1) credit of Math, or one (1) credit in Science, or  
 27 one (1) Elective Focus credits. Students who transfer from another state or country, or from a non-  
 28 public school to a WCS high school during their twelfth (12<sup>th</sup>) grade year are exempt from this  
 29 requirement.*

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

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

### 37 **WILLIAMSON COUNTY SCHOOLS RESIDENTS PARTICIPATING IN A FOREIGN 38 EXCHANGE PROGRAM**

39  
 40 Williamson County students who participate as a foreign exchange student will not receive high

1 school credits for a foreign exchange experience absent a special exception which may be granted  
2 by the Superintendent upon request by an individual student. Determination shall be made on an  
3 individual basis.

#### 4 **HIGH SCHOOL COURSE CREDIT**

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

- 7 1. A maximum of ten (10) credits may be earned during a full calendar (12 months) year.
- 8 2. A maximum of eight (8) credits may be earned during a regular academic (180-day school  
9 calendar) year.
- 10 3. A maximum of two (2) credits may be earned during a full summer.
- 11 4. A maximum of six (6) credits, cumulative throughout high school career, may be earned in  
12 summer school to be counted for meeting graduation requirements.
- 13 5. A maximum of six (6) credits during the high school career may be earned through a credit  
14 recovery program. Students who have attempted and failed a semester in certain course(s) may  
15 be approved to earn credit through the credit recovery program. Administrative guidelines will  
16 establish parameters for earning credit through this program. On the student's transcript, "CR"  
17 will be listed by the course name to indicate the course was completed through credit recovery.
- 18 6. Any exception to this policy must be requested in writing. The request must be approved in  
19 writing by the principal and the Superintendent and reported to the Board.

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

- 22
- 23 1. A maximum of eleven (11) credits may be earned during a full calendar (12 months) year.
- 24 2. A maximum of nine (9) credits may be earned during a regular academic (180-day school  
25 calendar) year.
- 26 3. A maximum of three (3) credits may be earned during a full summer.
- 27 4. A maximum of nine (9) credits, cumulative throughout high school career, may be earned in  
28 summer school to be counted for meeting graduation requirements.
- 29 5. Any exception to this policy must be requested in writing. The request must be approved in  
30 writing by the principal and the Superintendent and reported to the Board.

#### 31 **FOCUSED PLAN OF STUDY:**

32 Each 8<sup>th</sup> grade student, parent/guardian and faculty advisor or school counselor will jointly prepare  
33 an initial four-year plan of study. By the end of the 10<sup>th</sup> grade, the student, parent/guardian and school  
34 will focus this plan to ensure completion of the program of study and transition to post-secondary study  
35 and work. This plan will be reviewed annually by the student and faculty advisor or school counselor  
36 and revised as appropriate.  
37  
38

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

1 WCS high school courses taken before high school will receive high school credit by passing (grade **60**  
2 **70**-or above) ~~both~~ *for each* semester of the course and will on the high school transcript with the  
3 earned letter grade and corresponding grade point average (GPA). The following WCS courses have  
4 been approved to be taught before high school and receive high school credit: Algebra I, Geometry,  
5 Principles of Manufacturing and Level I World Languages. If taught at the honors level, these courses  
6 will count towards the Williamson County Honors Diploma. Additional high school courses will not  
7 be taught at the middle school level absent a special exception which may be granted by the  
8 Superintendent of Schools or designee upon request. Determinations shall be made on an individual  
9 basis.

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

17 **COLLEGE COURSES:** Courses taken for college credit will earn a letter grade and calculate into the  
18 student's grade point (GPA) value. ~~be recorded as Pass/Fail with no grade point (GPA) value.~~ Students  
19 enrolled in state-wide dual credit courses will receive traditional grades on both their report cards and  
20 transcripts. Results from the dual credit challenge exam will appear as a separate entry on student  
21 transcripts.

22 **ONLINE COURSES:** Enrollment in online courses should occur in consultation with the student's  
23 high school counselor and should be approved by the school principal or designee prior to  
24 enrollment. The student must pass the class under the standards established by an accredited  
25 institution offering the course. The course will be entered on the high school transcript using the  
26 same letter grade and GPA assigned by institution awarding the credit.

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Legal References

1. TRR/MS 0520-01-03-.06

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Cross References

Promoting Student Welfare 6.400