



Williamson County Board Policy Committee

November 4, 2024 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

Policy Chair - Jay Galbreath

Policy Committee - Drason Beasley, Donna Clements, Dennis Driggers, Margie Johnson and Melissa Wyatt

1. Agenda

2. Board Policies Second Reading

- a. 4.301 Interscholastic Athletics
- b. 4.600 Online Learning Program
- c. 4.6051 Credit Requirements for Graduation
- d. 5.104 Equal Opportunity Employment

3. Board Policies First Reading

- a. 6.4031 Head Lice

4. Board Policies for Discussion

- a. 1.107 School Board Norms
- b. 5.310 Vacations and Holidays

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 08/16/21
		Rescinds: 4.301	Issued: 06/17/19

1 GENERAL PROVISIONS

2
3 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be
4 treated differently from another person, or otherwise be discriminated against in any athletic program
5 of the school. Equal athletic opportunities shall be provided for members of both sexes.¹ Student
6 athletes shall only be allowed to participate in athletic activities or events that align with the student's
7 sex indicated on his/her original birth certificate.² The Superintendent of Schools/designee shall
8 require the parent/guardian to provide the student's original birth certificate prior to participation in
9 any interscholastic athletics. If the original birth certificate is not available or does not indicate the
10 student's sex at the time of birth, the parent/guardian shall provide medical documentation showing
11 evidence of the student's sex at birth.

12 All WCS school sponsored sports programs must be sanctioned by the Tennessee Secondary Schools
13 Athletic Association (TSSAA) or the Tennessee Middle Schools Athletic Association (TMSAA).³ The
14 Superintendent of Schools shall develop a code of conduct for all coaches to follow in order to ensure
15 the health and safety of athletes.⁴

16 PROHIBITION AGAINST HAZING

17
18 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or
19 tolerate hazing activities.⁵

21 PHYSICAL EXAMINATIONS

22
23 Prior to the participation of interscholastic athletics, every student shall complete an annual physical
24 examination.⁶ These activities include, but are not limited to, weight training outside of the
25 instructional day, conditioning, open facilities, tryouts, practices, and athletic contests. The cost of the
26 examination shall be borne by the parent or guardian of the student.

28 SCHEDULING CONFLICTS

29
30 No principal or teacher shall dismiss his/her school or any group of students for the purpose of
31 attending the practice of any interscholastic sport during the school day without the written permission
32 from the Board.⁷ This does not prevent regular physical training lessons in the daily school program.

33
34 Students shall not be required to attend a school athletic event, or event related to participation on a
35 school athletic team, if the event is on an official school holiday, observed day of worship, or religious
36 holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior
37 to the event.⁸

1 SEVERE WEATHER⁴

2 Severe weather is any type of weather that could impede the safety of any athlete by compromising the
3 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,
4 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be
5 discussed with all players, coaches, and officials, if applicable.

6 All coaches who oversee or participate in outdoor training, practice, or competition shall annually
7 complete a heat illness prevention course approved by the Tennessee Department of Health as well as
8 receive training on activity modifications based on environmental conditions.

9 ADDITIONAL PROVISIONS

10

11 In addition to the provisions listed above, all other district policies and procedures relating to school
12 operations remain in effect for activities relating to school-sponsored athletic events.

13

14 I. The Principal shall be responsible for the administration and control of the interscholastic athletic
15 program within his/her school.

16

17 a. The Principal or his designee is required to accompany an athletic team on its trips, and all trip
18 requests shall be made according to the procedures established by the Williamson County
19 Schools administration.

20

21 b. Coaches shall follow the chain of command procedures for Williamson County Schools for any
22 request related to athletics. Coaches must obtain a purchase order prior to committing the
23 district or any school to purchasing any products or service.

24

25 c. School athletics are to be coached by personnel employed by Williamson County Schools.
26 Such coaches are to be compensated only from Board funds, according to the current salary
27 schedule. Coaches shall not receive pay other than from Williamson County Schools for any
28 athletic-related services provided to any student who is or may be participating in that coach's
29 sport except that coaches may participate in school authorized clinics, camps, etc.

30

31 d. Any student, except as outlined below, shall be eligible to try out for any athletic team.
32 Academic and citizenship requirements for being a member of an athletic team shall be
33 carefully considered and developed to promote the welfare of the individual student. Only
34 students in grade 6-12 shall engage in interscholastic activities.

35

36 e. Students who move out of their school transportation zone but continue attendance in the
37 original school per board policy may continue to participate in athletics. The Board specifically
38 forbids recruiting of students in any fashion.

39

40 f. Schools may not schedule, and students may not participate in any athletic team practice during
41 the school day.³ No student or faculty may be dismissed during the school day from school
42 premises or the regular activities of the student's or school's schedule in order to play an
43 athletic contest or interscholastic game without the written approval of the Superintendent of
44 Schools which will be reported to the Board. This restriction would NOT apply to

1 tournaments/play-off games scheduled by the TSSAA.

- 2
- 3 g. It shall be the responsibility of the parent(s) or guardian to provide health and hospitalization
4 insurance for all students participating in interscholastic athletics.⁴
- 5
- 6 h. All fundraising requests related to school-sponsored athletic programs must adhere to WCS
7 Board policies governing fundraisers.
- 8
- 9 i. Schools may charge WCS Board authorized fees to students who choose to participate in
10 school-sponsored athletic activities.
- 11

12 II. Any sport not sanctioned by the TSSAA or TMSAA sports is not school-sponsored and is often
13 referred to as a “Club Sport.” Because they are not WCS programs, no school funds may be used to
14 support these individual or team sports programs.

15

- 16 a. Schools cannot provide a pay supplement to any individual who is acting as a coach for any
17 Club Sport.
- 18
- 19 b. While WCS employees may choose to serve as coaches for the separate legal entities managing
20 a Club Sport, at no time should the Club Sport responsibilities be performed during the
21 employee’s regularly scheduled workday nor should release time ever be granted for the
22 employee to perform these duties or attend any Club Sport event.
- 23
- 24 c. If there is a student-led club associated with a Club Sport, it shall be established pursuant to
25 Board Policy 4.802, Student Equal Access.
- 26
- 27 d. Any organizer/coach of a high school Club Sport activity who wishes for participants to be
28 eligible to receive a waiver of the .5 elective P.E. credit must submit the appropriate form to the
29 school’s athletic director for approval from the district office. Individual participants will have
30 the P.E. credit waived only after the activity has received the approval by district office staff
31 AND the individual students have submitted the appropriate form to his/her school counselor.
- 32
- 33 e. Schools may not charge any fees for participation in a Club Sport activities.
- 34
- 35 f. All fundraising requests must adhere to WCS Board policies governing fundraisers.
- 36
- 37 g. Schools may not authorize student field trips for participation in a Club Sport activities.
- 38
- 39 h. Schools may provide meeting/practice space for a Club Sport activities in accordance with
40 board policy.
- 41
- 42 i. A Club Sport that uses the name, school colors, and/or mascot of a WCS school affiliated
43 with Non-Profits may shall be included in communication and recognized by in-schools and
44 the district communication to the same extent as school-sponsored sports.
- 45

- 1 j. Students participating in **a Club Sport** activities are subject to all school attendance rules and
2 procedures applicable to any other students.

3 **High School Interscholastic Activities**

4 The By-Laws of Tennessee Secondary School Athletic Association shall be adopted as a part of the
5 regulation for the operation and control of athletics in the high schools of Williamson County.

6 To be eligible to participate in the interscholastic athletic activities during any semester, the high
7 school student shall at least meet current TSSAA standards.

- 8 a. Any student classified as a second semester junior or as a senior who moves out of the county
9 may complete his/her senior year, with payment of tuition, and continue to participate in
10 athletics within the guidelines of the athletic governing body.
- 11 b. If a high school student is forced to withdraw from school or is prevented from enrolling in
12 school, due to the student's illness, his/her accident, or his/her disability, the Principal may
13 request a ruling in regard to the student's eligibility, provided the student was eligible at the
14 time the illness or accident forced the student to withdraw or prevented the student from
15 enrolling in school. If ruled eligible, such a student shall be charged with a semester of
16 attendance for athletic purposes for the semester of non-attendance or withdrawal.
17

18 **Middle School Interscholastic Athletics**

19 The By-Laws of Tennessee Middle School Athletic Association shall be adopted as a part of the
20 regulation for the operation and control of athletics in the middle schools of Williamson County.

21 To be eligible to participate in the interscholastic athletic activities during any semester,
22 the middle school student shall at least meet current TMSAA standards.

23 Eligibility for Middle School Athletics for those middle schools who are member of TMSAA will be
24 determined as follows:

- 25 a. The middle school student shall have been academically promoted to the next higher grade.
26 Any student repeating a grade is ineligible to participate. A student who is ineligible at the
27 beginning of the school year may gain eligibility the second semester by passing five (5)
28 subjects, or the equivalent, the preceding semester, provided the student is not repeating the
29 same grade.
- 30 b. If a middle school student is forced to withdraw from school or prevented from enrolling in
31 school, due to the student's illness, his/her accident, or his/her disability, the principal may
32 request a ruling in regard to the student's eligibility, provided the student was eligible at the
33 time the illness or accident forced the student to withdraw or prevented the student from
34 enrolling in school. If ruled eligible, such a student shall be charged with a semester of
35 attendance for athletic purposes for the semester of non-attendance or withdrawal.
36

Legal References

1. [34 CFR § 106.41; 20 USCA § 1681 *et seq.*](#)
2. [TCA 49-6-310\(a\)](#)
3. [TRR/MS 0520-01-02-.08\(1\)](#)
4. [TCA 49-6-3601](#)
5. [TCA 49-2-120](#)
6. [20 USCA § 1232h\(c\); TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
7. [TCA 49-6-1002\(a\)](#)
8. [TCA 49-6-1002\(c\)](#)

Cross References

Special Use of School Vehicles 3.402
Extracurricular Activities 4.300
Attendance 6.200

Williamson County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Online Learning Program	Descriptor Code: 4.409	Issued Date: 05/20/24
		Rescinds: 4.409	Issued: 06/17/19

1 GENERAL

2 The Board authorizes the creation of an Online Learning Program (OLP). The WCS-OLP shall consist
3 of courses taught by WCS teachers and courses provided by an approved vendor.

4 The program must comply with state law and regulations.

5 The program may allow WCS students in grades 9-12 to enroll in online courses.

6 The Superintendent will establish administrative procedures to govern the operation of the online
7 program.

8 Williamson County Schools will use online classes with the intent to provide students with alternative
9 learning opportunities. Enrollment in the online classes is a privilege, not a right. Students may be
10 denied the privilege of enrollment if their academic and behavioral record does not indicate the
11 academic ability and self-discipline needed to succeed in online classes.

12 The following guidelines shall be followed:

- 13 1. The school district shall not prohibit an enrolled student from applying to enroll in the WCS
14 Online Program (WCS-OLP) as long as the course is academically appropriate, and the
15 student's request has been approved by the school principal *and/or* designee *or the student's*
16 *IEP team. A student with a disability may enroll in an online learning course or program if*
17 *the student's IEP team determines that online learning is appropriate for the student.*
18
- 19 2. Enrollment in online courses must first occur in consultation with the student's high school
20 counselor and must first be approved by the school principal and/or designee.
21
- 22 3. A student who enrolls *needing to enroll* enrollment in an online course not offered by WCS
23 shall take this course through the WCS approved vendor at the parents' expense *shall only do*
24 *so through an approved and accredited school authorized by the Tennessee Department of*
25 *Education at the parents' expense.* Some courses may be paid for by WCS based on
26 extenuating circumstances with prior approval only.
27
- 28 4. The school district shall grant academic credit and a letter grade that is calculated in the
29 student's grade point average for *all* WCS online courses, *including those not offered through*
30 *WCS.* For online courses not offered by WCS, the course will be entered on the high school

1 transcript.

2

3 ~~5. A student with a disability may enroll in an online learning course or program if the student's~~
4 ~~IEP team determines that online learning is appropriate for the student.~~

5

6 ~~6. All coursework must meet the WCS scope and sequence and be aligned to the Tennessee State~~
7 ~~Standards.~~

8 **CONFLICTS**

9 Regarding online learning opportunities, courses, and school, this board policy will supersede all other
10 WCS board policies that conflict with expectations set forth in this policy.

Williamson County Board of Education

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

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^{1,2}**

	Units of Credit
6 English Language Arts	4
7 Math	4
8 Science	3
9 Social Studies	3
10 Wellness	1
11 Physical Education	.5
12 Personal Finance	.5
13 <i>World Language</i>	<i>2*</i>
14 <i>Fine Arts</i>	<i>1</i>
15 <i>Computer Science</i>	<i>1**</i>
16 <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. Students*~~
 22 ~~*completing one or more of the required Math courses prior to ninth (9th) grade are required to take*~~
 23 ~~*three years of Math in high school. These courses must appear on the student's transcript.*~~

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

26 Students shall be required to complete three (3) units of Social Studies credit including the following:
 27 United States History and Geography; World History and Geography; Economics; and United States
 28 Government and Civics.

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

31 *JROTC substitutions: One year of JROTC may substitute for one credit of Lifetime Wellness, and*
 32 *two years of JROTC may substitute for .5 credit of Physical Education. Three years of JROTC may*

1 *substitute for .5 credit of United States Government and History and .5 credit of Personal Finance,*
 2 *provided the JROTC instructor attends the Personal Finance training conducted by TDOE.*

3 The .5 Physical Education requirement may be met by substituting a documented and equivalent time
 4 of physical activity in marching band, JROTC, cheerleading, ~~dance team~~, TSSAA interscholastic
 5 athletics, *school sponsored intramural athletics, club sports as defined in Interscholastic Athletic*
 6 *policy, or* athletics for high school students which are under the management of a Tennessee ~~not-for-~~
 7 ~~profit entity~~, *private or commercially sponsored physical activity programs conducted off-campus*
 8 ~~and which are approved by the Superintendent and other areas approved by the Board.~~ A TDOE
 9 approved dance course may substitute for the .5 Physical Education credit if not utilized as a Fine Art
 10 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 (9th) 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 (12th) 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 8th 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 10th 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 **HIGH SCHOOL COURSES TAKEN IN MIDDLE SCHOOL:**

38

39 WCS high school courses taken before high school will receive high school credit by passing (grade **60**
40 **70**-or above) **both for each** semester of the course and will **be recorded on** the high school transcript

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

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

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

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

Legal References

1. TRR/MS 0520-01-03-.06
2. State Board of Education Policy 3.103

Cross References

Promoting Student Welfare 6.400
Interscholastic Athletics 4.301

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Equal Opportunity Employment</h2>	Descriptor Code: <h3 style="text-align: center;">5.104</h3>	Issued Date: <h3 style="text-align: center;">04/19/21</h3>
		Rescinds: <h3 style="text-align: center;">5.104</h3>	Issued: <h3 style="text-align: center;">06/18/01</h3>

- 1 Williamson County Schools provides equal employment opportunities to all employees and applicants
- 2 for employment and prohibits discrimination and harassment of any type without regard to race, color,
- 3 religion, age, ~~sex~~, national origin, disability status, genetic information, ~~pregnancy~~, protected veteran
- 4 status, **sex, (including pregnancy**, sexual orientation, gender identity or expression) or any other
- 5 characteristic protected by federal, state or local laws.
- 6 This policy applies to all terms and conditions of employment, including recruiting, hiring, placement,
- 6 promotion, termination, layoff, transfer, leaves of absence, compensation and training.¹

Legal References

1. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Act of 1964; Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Genetic Information Nondiscrimination Act of 2008; Section 504 of the Rehabilitation Act of 1973; 42 USCA § 12101-12213; *Bostock v. Clayton County*, 590 U.S. 644, 140 S. Ct. 1731, 207 L. Ed. 2d 218 (2020).

Cross References

- Section 504 and ADA Grievance Procedures 1.802
 Discrimination/Harassment of Employees 5.500
 Complaints and Grievances 5.501
-

Williamson County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <i>Pediculosis (Head Lice)</i>	Descriptor Code: 6.4031	Issued Date: 11/18/19
		Rescinds: 6.4031	Issued: 03/28/16

1 ~~Response to Pediculosis (head lice) in the school setting is governed by the rules and regulations of the~~
2 ~~Tennessee Department of Health. The TDOH has updated its rules and regulations, and the TDOH rules~~
3 ~~require schools, day care centers, and Head Start authorities to follow the U.S. Centers for Disease~~
4 ~~Control and Prevention (CDC) guidelines for head lice infestations.~~

5 *Pediculosis (head lice) infestations are not considered a health hazard, as head lice do not spread*
6 *disease.¹ No student should be denied an education solely due to the presence of head lice, and his/her*
7 *educational program shall be restricted only to the extent necessary to minimize the risk of*
8 *transmitting the infestation.*

9 *In response to head lice:* To help prevent the spread of head lice, the following steps should be taken:

- 10 1. If demonstrating symptoms of head lice, students will be checked for head lice by the school
11 nurse.
- 12
- 13 2. When live lice are found to be present in a student's hair, the parent/*guardian will* is to be
14 contacted *by the principal and/or school nurse.* and informed. *The school nurse will provide*
15 *the parent/guardian with educational and treatment resources and return to school*
16 *information. The student may stay at school for the remainder of the day and return to*
17 *school after treatment has begun.* how to care for this problem. Parents of students with live
18 lice or an active infestation will be asked to pick up their child as soon as possible to begin the
19 treatment process.
- 20
- 21 3. *Upon return to school, proof of treatment should be submitted to the school nurse. If no*
22 *proof is produced, the school nurse will examine the student's head for the presence of live*
23 *lice.*
- 24
- 25 4. ~~The student may return to school only after the hair has been treated appropriately and the~~
26 ~~parent presents to the Principal or school nurse proof of treatment, a release from the Health~~
27 ~~Department or a health care provider, or after satisfactory examination by the school nurse.~~
- 28
- 29 5. ~~Upon return to school the student shall be checked by the school nurse on a regular basis until no~~
30 ~~presence of active infestation can be found. This procedure may continue on a weekly basis until~~
31 ~~the hair is free active or live lice infestation.~~

Legal References

1. *Tennessee Department of Health Head Lice Manual, 2022*

Williamson County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School Board Norms	Descriptor Code: 1.107	Issued Date: 11/16/20
		Rescinds: 1.107	Issued: 11/26/18

1 *General*

2 The School Board shall adopt an appropriate standard of norms that reaffirms the ways in which Board
3 members conduct business and relate to each other.

4 The Board Norms shall be reviewed annually.

5 **SCHOOL BOARD NORMS**

6 The Board has adopted principles of courtesy and respect to guide behavior of its members. These
7 principles are to be considered and observed to the extent practicable by Board members in the conduct
8 of Board business.

9 Board members should read all Board-related materials and should attend work sessions. Board
10 members should use the work session for in-depth discussion.

11 Board members should make a request to the Executive Committee to place an item on a work session
12 agenda per Board Policy 1.403, Board Meeting Agendas, before bringing it to the floor of a Board
13 meeting.

14 Board members should support having a policy reviewed at the next policy committee meeting if that
15 policy was suspended for a Board vote.

16 Board members should be mindful that statutory authority for the administration and operation of the
17 schools, rests with the Superintendent.

18 Board members should refer complaints and concerns to the appropriate staff per Board Policy 5.501,
19 Complaints and Grievances, and inform the Superintendent of all such referrals.

20 Board members should-regularly communicate and seek legal and professional advice in the use of
21 social media.

22 Board members should refer request for staff reports or research to the Superintendent.

23 Board members should show courtesy and respect and limit their use of electronic devices at all
24 meetings.

Cross References

School Board Ethics 1.106

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Vacations and Holidays	Descriptor Code: 5.310	Issued Date: 02/20/23
		Rescinds: 5.310	Issued: 03/25/19

1 VACATIONS

2 Regular, twelve (12) month employees earn and accrue vacation as follows:

3 Full-Time Classified and management team as defined by the Professional Educators Collaborative
4 Conferencing Act (“PECCA”)*:

- 5 1. 1 day per month worked for the first 5 years of service
- 6 2. 1.25 days per month worked during the 6th year through the 10th year of service
- 7 3. 1.5 days per month worked during the 11th through the 15th year of service
- 8 4. 1.75 days per month worked during the 16th through the 20th year of service
- 9 5. 2 days per month worked with more than 20 years of service

10 Other Full-time Professional: (In accordance with the WCEA MOU)

11 A maximum of twenty-four (24) days may be carried forward from one fiscal year to the next. Annual
12 leave accrued in excess of the applicable maximum shall be transferred to sick leave on June 30 each
13 year. All leave requests must be approved by the employee’s immediate supervisor.

14 Upon termination of employment, any accrued vacation in excess of the appropriate carry forward
15 amount shall be credited to the sick leave balance of the terminating employee. Payment for accrued
16 vacation shall be paid at employee’s current rate of pay.

17 The increased accrual rates are based on the length of service and become effective on the anniversary
18 of the employee’s date of hire, provided they have been in continuous service.

19 Retirees and those that resign with accrued vacation may request lump sum payments of vacation.
20 However, the amount of payment cannot be reported or used as part of the average final compensation.
21 Should a retiree elect not to receive the lump sum payment for vacation, the retiree will be extended on
22 the payroll until all vacation has been used. Future benefits will not accrue after the last working day
23 (physically at work), such as vacation, sick, holiday pay, and insurance benefits. In such a case, the
24 school system will make retirement contributions on behalf of the employee and creditable service for
25 retirement will be granted.

26 Temporary and part-time employees are not entitled to vacation.

27 Vacation for employees is calculated on a daily basis and maintained on a fiscal year basis. Vacation
28 may be taken in hourly increments for non-exempt employees.

1 An employee must be in a paid status a minimum of twenty (20) days per month in order to accrue one
2 (1) vacation day.

3 Principals / immediate supervisors must consider school / district business needs prior to approving an
4 employee's vacation request. Normally, vacation requests should be made at least two (2) weeks in
5 advance.

6 All vacation time shall be paid at the employee's current rate of pay. Vacation may not be taken until
7 earned without approval from the Superintendent.

8 **SYSTEM CLOSED DAYS**

9 Paid system closed days for full-time twelve (12) month personnel covered in this section shall be Fall
10 Break (as designated by the calendar approved by the School Board), Thanksgiving Break (as designated
11 by the calendar approved by the School Board), Winter Break (the last teacher day to the first system-
12 wide day), and Spring Break (as designated by the calendar approved by the School Board). Twelve
13 (12) month personnel covered in this section are not required to report to work unless directed to do so
14 by their supervisor. Employees reporting to work on system closed days shall be permitted to take
15 another regular work day off, or paid appropriate overtime if prior approval is given by Superintendent
16 or designee.

17 **HOLIDAYS**

18
19 Paid holidays for full-time ten (10) month and eleven (11) month employees shall be Labor Day,
20 Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King, Jr., plus five (5) additional
21 days during winter break.

22
23 Paid holidays for full-time twelve (12) month personnel shall be Labor Day, Thanksgiving Day,
24 Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Memorial Day, and Independence Day.

25 When a recognized holiday falls on Saturday, it shall be observed on the preceding Friday. When a
26 recognized holiday falls on Sunday, it shall be observed on the following Monday.

27 To qualify for each above paid holiday, each employee must be in a paid work status or paid leave status
28 on the day immediately preceding and the day immediately following that holiday. If an employee is
29 resigning and/or retiring, that employee must be in an active work status (physically at work) on the day
30 following the holiday to receive pay for the holiday.

31 * "Management team" includes professional employees whose principal responsibilities are
32 administration rather than teaching, including but not limited to supervisors and principals.

Cross References

Short Term Leaves of Absence 5.300