

Public Comment Period

There shall be a public comment period for each meeting with actionable items on the agenda, with the exception of teacher disciplinary hearings. Comments shall be limited to topics listed on the agenda. The total public comment period shall be for no more than three (3) minutes. If an individual wishes to address the Board, he/she shall sign up on the form provided before the beginning of the board meeting to request time to speak. Each speaker shall be given no more than (3) minutes. Delegations must select only one individual to speak on their behalf unless otherwise determined by the Board. *Board Policy 1.609 Appeals to and Appearances Before the Board*

WASHINGTON COUNTY BOARD OF EDUCATION

July 1, 2025

5:30 PM

Central Office

- I. Call to Order for Workshop**
- II. FY26 General Purpose School Budget**
- III. Adjourn workshop and convene to the regular meeting**
- IV. Consideration of Meeting Agenda**
- V. Public Comment**
- VI. Approval of Meeting Minutes**
 - A. June 3, 2025**
 - B. June 5, 2025**
 - C. June 19, 2025**
- VII. Announcements**
 - A. District Office Closed
Friday, July 4th**
 - B. District Administration Leadership Institute
Executive Cabinet Leadership Professional Development
July 9th-11th, Naples, Florida**
 - C. WCS Leadership Planning Retreat
Wednesday, July 16th, Whispering Oaks Farm; Gray, TN**
 - D. AMP Camp
July 21st-25th Rising 9th Graders**
 - E. County Commission Meeting
Monday, July 28th @6:00PM**
- VIII. Superintendent's Report**
 - A. Enrollment Report**
 - B. Grant Report**
 - C. Maintenance Report**

- D. **Personnel Report**
- E. **Other**
 - 1. **Tennessee EFA 2025 Section 4 Teacher Bonus Update**
- IX. **Consideration of Consent Agenda**
 - A. **Purchase Orders**
 - 1. **Purchase Order 35834; Baylor Enterprises, Inc., Lincoln, NE; OnToCollege Funded by Perkins Basic Grant; \$16,531.00; Line Item 142E 71300471800**
 - 2. **Purchase Order 5296; Skyward, Stevens Point, WI; Software System Renewal; 7/1/25-6/30/26; \$69,403.50; Line Item 141E 72250 399**
 - 3. **Purchase Order 5295; A Better Way Athletics, LLC, North Chesterfield, VA; Annual Subscription; 7/1/25-6/30/26; \$12,000.00; Line Item 141E 72310 399**
 - 4. **Purchase Order 5294; Acorn Electrical, Piney Flats, TN; Replacement of light pole, light, base, re-connection at Ridgeview Elementary; \$17,900.00; Line Item 141E 72620 336**
 - 5. **Purchase Order 5297; Frontline Technologies Group LLC, Philadelphia, PA; HR Software; 7/1/25-6/30/26; \$62,352.08; Line Item 141E 71100 399**
 - 6. **Purchase Order 5298; Frontline Technologies Group, LLC, Philadelphia, PA; Professional Learning Management; \$32,694.35; Line Item 141E 71100 399**
 - 7. **Purchase Order 35833; PowerSchool, Los Angeles, CA; Naviance Course; Sole Source; Funded by Perkins Basic Grant; \$16,885.85**
 - B. **MOU with East Tennessee State University for Physical Therapy Services**
 - C. **Transportation Report**
- X. **Discussions/Presentations**
 - A. **Purchase Orders**
 - 1. **Purchase Order 5255; Solution Tree, Bloomington, IN; Professional Development; Daniel Boone High School; \$12,500 (Line Item 141E 71100 599 000 00015) \$24,300 (Line Item 141E 72210 524) TOTAL \$36,800**
 - 2. **Purchase Order 5252; SmartPass; Subscription; Effective 7/1/2025 - 6/30/2026; Student Hall Pass System; System-wide; \$13,265.00; Line Item 72250399**
 - 3. **Purchase Order 5305; PowerSchool Group LLC; Renewal of Management, Services, License, and Subscription Fees; Effective 8/20/2025 - 8/19/2026; System-wide; \$11,093.76; Line Item 72250399**
 - 4. **Purchase Order 5353; McCall Commercial Fencing, Gray, TN; New Gate at Bus Garage; \$13, 864; Line Item 726-499**
 - 5. **Purchase Order 4933; Numotion Medical Chair, Milwaukee, WI; Rifton Chair; Student Supports; \$11, 992.10; Line Item 71200-499**
 - 6. **Purchase Order 5375; NIET; Training/Support; David Crockett High School; SY 25-26; \$12, 500 (Line Item 141E 71100 599 000 0016); \$26, 000 (Line Item 141E 72210 524) TOTAL \$38,500**
 - B. **FY26 Differentiated Pay Plan**

- C. **Fire Alarm Upgrade Needs**
- D. **ATMOS Proposal for natural gas service at Daniel Boone High School**
- E. **Policy Updates**
 - 1. *Academics*
 - 1. **4.212 Virtual Education Program**
 - 2. **4.701 Reporting Student Progress**
 - 2. *Board Operations*
 - 1. **1.1021 Student Board Member (NEW)**
 - 2. **1.906 Charter School Revocation**
 - 3. **1.905 Charter School Renewal**
 - 4. **1.903 Charter School Oversight**
 - 5. **1.901 Charter School Applications**
 - 6. **4.403 Library Materials**
 - 7. **1.408 School District Records**
 - 3. *Human Resources*
 - 1. **5.310 Vacations and Holidays (Waive 1st Reading and Pass on 2nd Reading)**
 - 2. **5.119 Employment of Retirees**
 - 3. **5.111 Compensations Guides and Contracts**
 - 4. **5.701 Substitute Teachers**
 - 5. **5.500 Complaints and Grievances**
 - 6. **5.501 Discrimination /Harassment of Employees (Sexual, Racial, Ethnic, Religious)**
 - 7. **5.305 Family and Medical Leave**
 - 4. **3.202 Emergency Preparedness Plan**
 - 5. *Operations*
 - 1. **2.403 Surplus Property Sales**
 - 2. **4.406 Use of Internet**
 - 6. *Student Supports*
 - 1. **6.3071 Tobacco/Vapor Use by Students**
 - 2. **4.301 Interscholastic Athletics**
 - 3. **6.2051 Criteria for Admittance to Closed Enrollment Schools**
 - 4. **6.411 Student Wellness**
 - 5. **3.5001 Use of Foods as Reward/Punishment**
 - 6. **6.600 Student Records**
 - 7. **6.500 Special Education Students**
 - 8. **6.409 Child Abuse and Neglect**
 - 9. **6.407 Student Social Services**
 - 10. **6.406 Student Psychological Services**
 - 11. **6.400 Student Well-being & Guidance Program**
 - 12. **6.317 Student Disciplinary Hearing Authority**
 - 13. **6.316 Suspension/Expulsion/Remand**
 - 14. **6.312 Use of Personal Communication Devices and Electronic Devices**
 - 15. **6.304 Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation**

16. **6.303 Interrogations and Searches**
17. **6.206 Transfers Within the System**
18. **6.205 Open Enrollment**
19. **6.204 Attendance of Non-Resident/Contract Students**
20. **6.200 Attendance**
21. **4.206 Homebound Instruction**
22. **4.202 Special Education**
23. **4.100 Instructional Goals**
24. **3.204 Threat Assessment Team**
25. **3.201 Safety**

XI. Adjournment

FY26 GP Budget -- Salary/Wage Increase Options

OPTIONS TO RESTORE FY26 BUDGETED SALARY/WAGE INCREASES

| | | OPTION #1 | OPTION #2 | OPTION #3 | OPTION #4 |
|--|--|---|--|--|---|
| | Original FY26 Budgeted Amount | Tchr @ Minimum Salary Others 50% | Tchr 80% of Original Others 50% | Tchr 86% of Original Others 50% | Tchr @ 100% of Original Others 50% |
| Certified Raise (original \$2095 Flat rate increase) | \$1,805,576 | \$1,025,567 | \$1,444,461 | \$1,553,200 | \$1,805,576 |
| Classified Raise (original +\$1 per hour) | \$660,600 | \$330,300 | \$330,300 | \$330,300 | \$330,300 |
| Equivalent hourly raise for bus drives (original per route increase equivalent to \$1 per hour increase) | \$108,000 | \$54,000 | \$54,000 | \$54,000 | \$54,000 |
| Management (certified/non-certified) Raise (original \$2000 Flat rate increase) | \$125,000 | \$62,500 | \$62,500 | \$62,500 | \$62,500 |
| TOTAL COST | \$2,699,176 | \$1,533,132 | \$1,891,261 | \$2,000,000 | \$2,252,376 |
| <i>Amount of Flat Rate Increase for Teacher Salary FY26</i> | \$2,095 | \$1,190 | \$1,676 | \$1,802 | \$2,095 |
| <i>FY26 Beginning Teacher Salary w/ increase</i> | \$47,905 | \$47,000 | \$47,486 | \$47,612 | \$47,905 |
| Remaining Increase to meet FY27 Minimum Teacher Salary Requirement of \$50,000 | \$2,095 | \$3,000 | \$2,514 | \$2,388 | \$2,095 |
| <i>Board previous approved use of Fund Balance in FY26 GP Budget</i> | \$2,000,000.00 | \$2,000,000.00 | \$2,000,000.00 | \$2,000,000.00 | \$2,000,000.00 |
| Total Commitment of Fund Balance With Previous Commitment of Fund Balance for FY26 | \$4,699,176 | \$3,533,132 | \$3,891,261 | \$4,000,000 | \$4,252,376 |

WCDE FY25 Revenue and Expense Projections

| | | | |
|---|------------------------------|--|------------------------|
| 06-30-2024 Fund Balance Projecton Per Audit | | \$ 22,453,746 | \$ 22,453,746 |
| FY25 Revenue & Expense Projection | | High Revenue Projection | Low Revenue Projection |
| | Revenue | \$ 95,366,530 | \$ 94,366,530 |
| | Expenses | \$ 100,501,702 | \$ 100,501,702 |
| | Projected Fund Balance Usage | \$ (5,135,172) | \$ (6,135,172) |
| FY25 Projected YE Fund Balance for 141-Fund | | \$ 17,318,574 | \$ 16,318,574 |
| Average Monthly Revenue | | \$ 7,947,211 | \$ 7,863,878 |
| Average Monthly Expense | | \$ 8,375,142 | \$ 8,375,142 |
| Average 2-Month of Expenses | | \$ 16,750,284 | |
| June 2025 Expenses (Unreconciled) | | \$ 16,411,492 | |
| FY26 Operating Budget Total | \$ 94,406,642.00 | | |
| 3% of Operating Budget | \$ 2,832,199.26 | If we are ever this low we will not be able to meet normal monthly employee payroll/benefits | |
| <u>Payroll & Benefits monthly obligations</u> | | | |
| Payroll & Bene. Monthly Average (July-May) | \$ 5,420,940.50 | | |
| Payroll & Bene. Monthly (June 2025) | \$ 14,264,971.54 | | |
| <u>Payroll Without Benefits monthly obligations</u> | | | |
| Payroll & Bene. Monthly Average (July-May) | \$ 4,013,489.23 | | |
| Payroll & Bene. Monthly (June 2025) | \$ 11,531,256.08 | | |

WCDE FY25 Revenue and Expense Projections

| | | | |
|---|------------------------------|--|------------------------|
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| Payroll & Bene. Monthly (June 2025) | \$ 11,531,256.08 | | |

WASHINGTON COUNTY BOARD OF EDUCATION

June 3, 2025 6:00 PM; Central Office

Those present were Chairman Annette Buchanan ,Vice-Chair David Hammond, Eric Barnes, Whitney Riddle, Mike Masters, Keith Ervin, Chad Fleenor, Vince Walters, Gregg Huddlestone and Superintendent Jerry Boyd.

I. Call to Order

II. FY 26 General Purpose Budget

III. Adjournment of Workshop

IV. Call to Order for Called Meeting

Mr. Walters led a prayer followed by the pledge, led by Mr. Hammond.

V. FY 26 General Purpose Budget

Chad Fleenor made a motion that the Board use \$2,000,000 of the schools Fund Balance with a request the Washington County Commission covers the remaining \$4,069,342 funding gap in the FY26 General Purpose School Budget (141). Eric Barnes seconded the motion which carried on roll call vote:

- Eric Barnes: *yes*
- Keith Ervin: *yes*
- Chad Fleenor: *yes*
- David Hammond: *yes*
- Gregg Huddlestone: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *no*
- Annette Buchanan: *yes*

VI. Adjournment

WASHINGTON COUNTY BOARD OF EDUCATION

June 5, 2025; 6:00 PM

Central Office

Those present were Chairman Annette Buchanan, Vice-Chair David Hammond, Eric Barnes, Whitney Riddle, Mike Masters, Keith Ervin, Vince Walters, Gregg Huddlestone, and Superintendent Jerry Boyd. Board member Chad Fleenor was absent.

I. Call to Order

Mr. Walters led a prayer followed by the pledge to the flag, led by Mr. Hammond.

II. CTE Students

III. Consideration of Meeting Agenda

David Hammond moved for approval of the meeting agenda. Vince Walters seconded the motion which carried on roll call vote:

- Chad Fleenor: *absent*
- Eric Barnes: *yes*
- Keith Ervin: *yes*
- David Hammond: *yes*
- Gregg Huddlestone: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Annette Buchanan: *yes*

IV. Public Comment

V. Approval of Meeting Minutes

May 1, 2025

May 27, 2025

June 3, 2025

Vince Walters moved for approval of the meeting minutes. Keith Ervin seconded the motion which carried on roll call vote:

- Chad Fleenor: *absent*
- Eric Barnes: *yes*
- Keith Ervin: *yes*
- David Hammond: *yes*
- Gregg Huddlestone: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*

- Annette Buchanan: *yes*

VI. Announcements

- A. 2025 Washington County Schools Summer Academy - June 2nd-June 26, 2025**
- B. County Commission Meeting - Wednesday, June 18th, 2025 @ 6:00PM**
County Commission Meeting - Monday, June 23rd, 2025 @ 6:00PM
- C. AMP Camp - July 21st - 25th, 2025, for rising 9th Graders**
- D. District Offices Closed, Friday, July 4th**

VII. Superintendent's Report

- A. Enrollment Report**
- B. Grant Report**
- C. Maintenance Report**
- D. Monthly Financials**
- E. Personnel Report**
- F. Other**

VIII. Consideration of Consent Agenda

- A. Federal Inventory Disposition**
- B. Dietary Requisition 1430250362; Horizon Software Intern, Inc., Atlanta, GA; Horizon Software Renewal; \$16,597.42**
- C. Declare two out-of-service mini-buses as surplus and donate them to the Washington County Sheriff's Department**
- D. Overnight Trips**
 - 1. Ridgeview Elementary**
Clarksville, TN Softball State Tournament
May 14-17th, 2025
Duration 4 Days
 - 2. Ridgeview Elementary**
Clarksville, TN Track State Qualifiers
May 16-18th, 2025
Duration 3 Days
 - 3. Sulphur Springs Elementary**
Clarksville, TN- State Track Meet
May 16-18th, 2025
Duration 3 Days
 - 4. Sulphur Springs Elementary**
Nashville, TN-TMSSA Golf

May 12-13th, 2025

Duration 2 Days

5. Grandview Elementary

Clarksville, TN-State Track Meet

May 16-18th, 2025

Duration 3 Days

6. Daniel Boone High School

Murfreesboro, TN-TSSAA Spring Fling Track

May 21-23rd, 2025

Duration 3 Days

7. David Crockett High School

Winston Salem- Boys Basketball

June 11-13th, 2025

Duration 3 Days

8. David Crockett High School

Atlanta, GA-Skills USA/Graphic Arts

June 23-28th, 2025

Duration 6 days

9. David Crockett High School

UTC, Chattanooga, TN -Girls Soccer Team

July 17-20th, 2025

Duration 4 days

10. Boones Creek Elementary

Washington, DC - 8th Grade Trip

May 12-15th, 2026

Duration 4 days

11. David Crockett High School

Gatlinburg, TN - Rocky Top Sports World - Girls Soccer

Sept. 5-7th, 2025

Duration 3 Days

E. Purchase Orders

1. Purchase Order 4174; Water Solutions, Kingsport, TN; Chiller Monitoring Services; SYSTEM-WIDE; Effective July 1, 2025-June 30, 2026; \$14, 760.00; Line Item 141E 72610 399

2. Purchase Order 5273; Central Technologies, Inc., Knoxville, TN; Dell Optiplex Desktops (300); System-wide; Tips Co-op #240-101; \$68,575.00; Line Item 141E 72250 499

3. Purchase Order 5275; Hapara Operations LLC, Raleigh, NC; Web Filter Renewal; System-wide; Effective 7/1/2025-6/30/2026; \$82,500.00; Line Item 141E 72250-399

Vince Walters moved for approval of the consent agenda. Gregg Huddleston seconded the motion which carried on roll call vote:

- Chad Fleenor: *absent*
- Eric Barnes: *yes*
- Keith Ervin: *yes*
- David Hammond: *yes*
- Gregg Huddleston: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Annette Buchanan: *yes*

IX. Discussions/Presentations

A. Lewis Group Architects

1. Updates

2. Review and Awarding of bid for the HVAC project at Daniel Boone High School; Funded by County Educational Capital Fund

Keith Ervin motion to award bid to Norwell Construction for \$2,269,420.00 contingent all requirements are met; completion date of July 15 2026; the additional cost over the current \$2,200,000 approved the County Education Capital Fund will be covered by the school 141-general fund if the County Commission does not cover the remaining cost. David Hammond seconded the motion which carried on roll call vote:. David Hammond seconded the motion which carried on roll call vote:

- Chad Fleenor: *absent*
- Eric Barnes: *yes*
- Keith Ervin: *yes*
- David Hammond: *yes*
- Gregg Huddleston: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Annette Buchanan: *yes*

B. Approval of Student Support Job Descriptions

**Coordinated School Health Administrative Asst. with Clinic Duties
Family Resource Liaison**

Homebound Teacher
Special Education 504 Coordinator
Special Education Instructional Assistant 1
Special Education Instructional Assistant 2
Special Education Nurse
Student Supports Administrative Assistant

Gregg Huddlestone moved for approval of Student Support Job Descriptions: Coordinated School Health Administrative Asst. with Clinic Duties Family Resource Liaison Homebound Teacher Special Education 504 Coordinator Special Education Instructional Assistant 1 Special Education Instructional Assistant 2 Special Education Nurse Student Supports Administrative Assistant. Eric Barnes seconded the motion which carried on roll call vote:

- Chad Fleenor: *absent*
- Eric Barnes: *yes*
- Keith Ervin: *yes*
- David Hammond: *yes*
- Gregg Huddlestone: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Annette Buchanan: *yes*

1. Additional Job Descriptions
Coordinated School Health - Health Services Program Coordinator
Nursing Supervisor
Mental Health & Well-being Supervisor

Gregg Huddlestone moved for approval of job descriptions: Coordinated School Health - Health Services Program Coordinator Nursing Supervisor Mental Health & Well-being Supervisor. Eric Barnes seconded the motion which carried on roll call vote:

- Chad Fleenor: *absent*
- Eric Barnes: *yes*
- Keith Ervin: *yes*
- David Hammond: *yes*
- Gregg Huddlestone: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Annette Buchanan: *yes*

C. Approval of SY 2025-2026 Preschool Tuition

Eric Barnes move for approval of SY 2025-2026 Preschool Tuition. Gregg Huddleston seconded the motion which carried on roll call vote:

- Chad Fleenor: *absent*
- Eric Barnes: *yes*
- Keith Ervin: *yes*
- David Hammond: *yes*
- Gregg Huddleston: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Annette Buchanan: *yes*

D. Awarding of bid to Finchum Sports Floors, LLC, Sevierville, TN; for refinishing of Gym Floors; system-wide; \$56, 659.00; Line Item 141E 72620 335

Awarding of bid to Finchum Sports Floors, LLC, Sevierville, TN; for refinishing of Gym Floors; system-wide; \$56, 659.00; Line Item 141E 72620 335

E. Business/Finance

1. Purchase Orders

Vince Walters Purchase Orders as submitted. Keith Ervin seconded the motion which carried on roll call vote:

- Chad Fleenor: *absent*
- Eric Barnes: *yes*
- Keith Ervin: *yes*
- David Hammond: *yes*
- Gregg Huddleston: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Annette Buchanan: *yes*

1. Purchase Order 5274; Tele Optics Inc., Kingsport, TN, Access Control for new entrance at Daniel Boone High School; \$14,203.70; Line Item 141E 72250-499

2. Purchase Order 5276; Tele Optics Inc., Kingsport, TN, Access Control for new entrance at David Crockett High School; \$13, 203.77; Line Item 141E 72250-499

3. Purchase Order 4180; Instructure, Salt Lake City, UT; Benchmark Assessments Grades 3-11; \$117,925.57; Line Item 141E 71100-449

4. Purchase Order 4181; Lexia Learning Systems LLC, Concord, MA; Lexia Core 5 License Renewal; 10 schools; Effective 7/1/2025-6/30/2026; \$144,000.00; Line Item 141E 71100-449

5. Purchase Order 4182; NCS Pearson Inc., San Antonio, TX, AIMS Web Plus Assessment; System-wide; \$27,028.50; Line Item 141E 71100-449

6. Purchase Order 4183; Radison Education Inc., Palo Alto, CA; Magma Math; System-wide; SY 2025-2026; 3YR Contract; Grades 2 - Algebra 1; \$76,720.00 per year; Line Item 141E 71100-449

7. Purchase Order 4184; Education Elements, Ann Arbor, MI; Contract Renewal; Year 2; Effective 7/1/2025-6/30/2026; System-wide; \$129,000.00; Line Item 141 72210-524.

8. Purchase Order 4349; College Board, New York, NY; AP Exams; Daniel Boone High School; Prior approval on 1/9/2025, requesting approval of modified amount \$25,820.00; Line Item 141E 72130-322

9. Purchase Order 4402; College Board, New York, NY; AP Exams; David Crockett High School; Prior approval on 1/9/25 requesting approval of modified amount, not to exceed \$30,000.00; Line Item 141E 72130-322

10. Purchase Order 4187; RJ Young; for Jonesborough Elementary School; Roland True Vis VG3-540-54" ECO Solvent Printer; Funded by CTE ISM Grant; \$18,282.00; Line Item 141E 71300-730-002

2. 5 Yr (FY26-FY30) Education Capital Fund Plan

Eric Barnes moved for approval of 5 Yr (FY26-FY30) Education Capital Fund Plan. Whitney Riddle seconded the motion which carried on roll call vote:

- Chad Fleenor: *absent*
- Eric Barnes: *yes*
- Keith Ervin: *yes*
- David Hammond: *yes*
- Gregg Huddlestone: *no*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Annette Buchanan: *yes*

2. FY25 Budget Amendments (General and Dietary)

Vince Walters move for approval of FY25 Budget Amendments (General and Dietary), as submitted. Gregg Huddlestone seconded the motion which carried on roll call vote:

- Chad Fleenor: *absent*
- David Hammond: *absent*

- Eric Barnes: *yes*
- Keith Ervin: *yes*
- Gregg Huddleston: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Annette Buchanan: *yes*

3. FY26 Coaching Stipends and Pay Scales

July Board Meeting

5. Approval of SY 2025-2026 Meal Prices

Gregg Huddleston moved for approval of SY 2025-2026 Meal Prices. Whitney Riddle seconded the motion which carried on roll call vote:

- Chad Fleenor: *absent*
- David Hammond: *absent*
- Eric Barnes: *yes*
- Keith Ervin: *yes*
- Gregg Huddleston: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Annette Buchanan: *yes*

F. Additional Overnight Trip Requests

Keith Ervin moved for approval of the Overnight Trip Requests. Whitney Riddle seconded the motion which carried on roll call vote:

- Chad Fleenor: *absent*
- David Hammond: *absent*
- Eric Barnes: *yes*
- Keith Ervin: *yes*
- Gregg Huddleston: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Annette Buchanan: *yes*

1. Daniel Boone High School South Carthage, TN - AG-TN Charolais Field Day

May 30-31/2025

Duration 2 Days

1. Daniel Boone High School

Lebanon, TN - TN State Fair Charolais Show

08/23-24/2025

Duration 2 Days

2. Daniel Boone High School

Gatlinburg, TN - FFA Officer Retreat

08/01-03/2025

Duration 3 Days

3. Daniel Boone High School

Lebanon, TN - TN State 4-H/FFA Beef Expo

07/09-12/2025

Duration 3 Nights

2. Sulphur Springs Elementary

Appalachian State University, Boone NC; Cheer Camp

July 14-17, 2025; Duration 3 days

G. FY 26 Meeting Calendar

Vince Walters moved for approval of the 2025-2026 meeting calendar. Eric Barnes seconded the motion which carried on roll call vote:

- Chad Fleenor: *absent*
- David Hammond: *absent*
- Eric Barnes: *yes*
- Keith Ervin: *yes*
- Gregg Huddlestone: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Annette Buchanan: *yes*

X. Adjournment

WASHINGTON COUNTY BOARD OF EDUCATION

June 19, 2025; 6:00 PM; Central Office

Those present were Chairman Annette Buchanan ,Vice-Chair David Hammond, Eric Barnes, Whitney Riddle, Mike Masters, Keith Ervin, Chad Fleenor, Gregg Huddlestone and Superintendent Jerry Boyd. Board member Vince Walters was absent.

I. Call to Order

II. FY25 End of Year Financials

School Nutrition; Requisition #1430250386

Mayfield Dairy Farms; Atlanta, GA

Milk Supply

Not to exceed \$50,000.00

Chad Fleenor moved for approval of School Nutrition requisition #1430250386; Mayfield Dairy Farms; Atlanta, GA Milk Supply; not to exceed \$50,000.00. Whitney Riddle seconded the motion which carried on roll call vote:

- Vince Walters: *absent*
- Eric Barnes: *yes*
- Keith Ervin: *yes*
- Chad Fleenor: *yes*
- David Hammond: *yes*
- Gregg Huddlestone: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Annette Buchanan: *yes*

III. FY 26 General Purpose Budget

Chad Fleenor moved to remove the certified raise, the classified raise, remove equivalent hourly raise for bus drivers, remove management (certified/non-certified) raise, reduce fleet vehicle purchase line item from \$272,000 to \$120,000, remove \$10,000 from Director of Schools budgeted bonus, reduce FY26 textbook line item to \$750,000, remove the school leadership stipends (implemented in FY24), defer athletic supplement increases, reduce increase in maintenance and repair of buildings from \$181,191 to \$146, 191, reduce increase in maintenance and repair of equipment from \$80, 768, to \$55, 786, reduce increase in maintenance – other supplies and materials from \$254, 574 to \$197, 732; David Hammond seconded the motion, the motion, as amended carried on roll call vote:

- Vince Walters: *absent*
- Eric Barnes: *yes*
- Keith Ervin: *no*
- Chad Fleenor: *yes*
- David Hammond: *yes*

- Gregg Huddlestone: *no*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Annette Buchanan: *no*

Amendment carried:

Eric Barnes moved to amend the motion to reduce the maintenance lines to the original amounts. Chad Fleenor seconded the motion which carried on roll call vote:

- Vince Walters: *absent*
- Eric Barnes: *yes*
- Keith Ervin: *no*
- Chad Fleenor: *yes*
- David Hammond: *yes*
- Gregg Huddlestone: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Annette Buchanan: *no*

IV. Adjourn to Workshop

V. Academics

A. Summer Camp Update

B. Lost and Damaged Textbook Report (None to Report)

VI. Business/Finance

A. Monthly Financials

B. FY 26 Payscale, Stipends

C. Purchase Orders

- 1. Purchase Order 35834; Baylor Enterprises, Inc., Lincoln, NE; OnToCollege Funded by Perkins Basic Grant; \$16,531.00; Line Item 142E 71300471800**
- 2. Purchase Order 5296; Skyward, Stevens Point, WI; Software System Renewal; 7/1/25-6/30/26; \$69,403.50; Line Item 141E 72250 399**
- 3. Purchase Order 5295; A Better Way Athletics, LLC, North Chesterfield, VA; Annual Subscription; 7/1/25-6/30/26; \$12,000.00; Line Item 141E 72310 399**
- 4. Purchase Order 5294; Acorn Electrical, Piney Flats, TN; Replacement of light pole, light, base, re-connection at Ridgeview Elementary; \$17,900.00; Line Item 141E 72620 336**
- 5. Purchase Order 5297; Frontline Technologies Group LLC, Philadelphia, PA; HR Software; 7/1/25-6/30/26; \$62,352.08; Line Item 141E 71100 399**

Professional Learning Management; \$32,694.35; Line Item 141E 71100 399

7. Purchase Order 35833; PowerSchool, Los Angeles, CA; Naviance Course; Sole Source; Funded by Perkins Basic Grant; \$16,885.85

VII. Operations

A. Natural Gas service proposal for Daniel Boone High School

The Board reviewed a proposal from ATMOS Energy.

B. MOU with East Tennessee State University for Physical Therapy Services

Athletic Directors Josh Kite and Danny Good provided information on a proposal for Highland Sports, also known as Buc Sports, to provide Physical Therapy Services for the student athletes at Daniel Boone High School and David Crockett High School. These services would be in conjunction with the school system's Athletic Trainers.

C. Midway Property

The deed had not been received.

D. Transportation Report

VIII. Student Supports

IX. Policy Updates

A. Policy 5.310 Vacations and Holidays (First Reading)

B. Summary of Policy Recommendations

The Board will review the policy recommendations in order to comply with this year's updated state and federal laws at the July 1st Board meeting.

X. Superintendent

XI. Adjournment

As of 6/30/25 after EOY Roll-Over

| | | | | | | |
|------------------------------------|----|----|-----|-----|-----|-----|
| School | -2 | -1 | 0 | 1 | 2 | 3 |
| Boones Creek Elementary School | 3 | 39 | 67 | 81 | 109 | 81 |
| Daniel Boone High School | 0 | 0 | 0 | 0 | 0 | 0 |
| David Crockett High School | 0 | 0 | 0 | 0 | 0 | 0 |
| Fall Branch Elementary School | 0 | 0 | 19 | 19 | 32 | 22 |
| Gray Elementary School | 0 | 0 | 38 | 63 | 61 | 52 |
| Grandview Elementary School | 0 | 4 | 39 | 72 | 59 | 67 |
| Jonesborough Elementary School | 0 | 2 | 57 | 94 | 117 | 105 |
| Lamar Elementary School | 0 | 2 | 35 | 43 | 43 | 53 |
| Ridgeview Elementary School | 0 | 7 | 6 | 54 | 64 | 89 |
| South Central Elementary School | 0 | 0 | 13 | 12 | 20 | 18 |
| Sulphur Springs Elementary School | 0 | 1 | 29 | 39 | 35 | 36 |
| University School | 0 | 0 | 7 | 21 | 22 | 18 |
| West View Elementary School | 0 | 1 | 18 | 28 | 22 | 32 |
| Tennessee Virtual Learning Academy | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 3 | 56 | 328 | 526 | 584 | 573 |

| | | | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 94 | 79 | 100 | 77 | 85 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 280 | 291 | 275 | 279 |
| 0 | 0 | 0 | 0 | 0 | 279 | 278 | 283 | 273 |
| 26 | 36 | 25 | 25 | 23 | 0 | 0 | 0 | 0 |
| 60 | 50 | 57 | 57 | 49 | 0 | 0 | 0 | 0 |
| 57 | 70 | 56 | 49 | 62 | 0 | 0 | 0 | 0 |
| 119 | 111 | 90 | 105 | 98 | 0 | 0 | 0 | 0 |
| 49 | 32 | 35 | 42 | 44 | 0 | 0 | 0 | 0 |
| 77 | 80 | 69 | 90 | 97 | 0 | 0 | 0 | 0 |
| 23 | 28 | 19 | 11 | 18 | 0 | 0 | 0 | 0 |
| 50 | 35 | 53 | 40 | 44 | 0 | 0 | 0 | 0 |
| 24 | 43 | 55 | 53 | 53 | 86 | 87 | 87 | 84 |
| 29 | 31 | 39 | 29 | 29 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 6 | 11 | 15 |
| 608 | 595 | 598 | 578 | 602 | 645 | 662 | 656 | 651 |

Total

815

1125

1113

227

487

535

898

378

633

162

362

640

258

32

7665

| | | | | | | | | |
|---|--|---------------|--|--|--|--|--|--|
| Intent to Apply/Research | Grants Writer/Manager's Report | July 2025 | | | | | | |
| Electric Bus VW grant submitted | Central States quote: 155Kw (STD Range) \$373,694.00. Infrastructure: The cost of the Evolution charging station is \$5373 quote. BridgeRidge's estimated cost is \$10,775.00 to connect one charging station at BCE. Two grants to pursue: 1. EPA Clean School Bus (CSB) Rebate Program (federal) due Jan 14th. One School Board member must sign the 2024 CBS Rebate Program School Board Awareness Certification, an example here , for the application. Buses serving school districts that are not prioritized ZE class 7 bus UPTO \$170,000 (bus + charging Infrastructure.) Update: The EPA grant has been submitted, but there has been no response, possibly due to the federal administration halting this grant year application. 2. VW STATE GRANT is submitted. UPDATE: Here is the link to the State Website announcement and the link to the grant guidelines. Applications must be received by June 13 at 4 p.m. CDT. The grant will provide 75% towards the purchase of a new bus, including infrastructure. These are matching grants; WCS and/or WCG will need to match the remainder of the funds for the | | | | | | | |
| TREE GRANT | For the other schools not included in the TAEP Community Tree Planting Grant to provide tree shade for community members and students in sporting areas and near school buildings. | | | | | | | |
| School-Based Mental Health Services Grant Program | SMHS grant application will support the salaries of two Behavioral Interventionist, focusing on Tier II Behavioral support. UPDATE this grant has not been forecasted yet. This forecasted grant opportunity requires non-Federal matching funds amounting at least 25% of their total project budget. This requirement promotes the sustainability of school-based mental health services. The budget that is being suggested for two Behavioral Intervention Specialists equals \$180,000-\$200,000 per year for 5 years. That would be a \$45,000-\$50,000 match (local funds) per year for 5 years. | | | | | | | |
| Community Oriented Policing Services (COPS) School Violence Prevention Program (SVPP) | UPDATE: SUBMITTED JUNE 2025. The grant opportunity is three years (36 months) in duration for a maximum federal share of \$500,000 per award. There is a local cash match (cost share) requirement of at least 25 percent. The district is asking for funding to install window entry-resistant film for the schools' doors and windows in all the schools. | | | | | | | |
| Project Diabetes | UPDATE: announcement has been pushed back till JULY 14, 2025. David Crockett and Ridgeview would have Pickleball Courts. West View walking track and David Crockett walking trails. | | | | | | | |
| Perkins V Reserve Grant | UPDATE FY25 was awarded \$50,000, FY26 not awarded. | | | | | | | |
| Youth Endowment Fund | For Playground Communication Boards | Upto \$20,000 | Open April 15, 2025 Closes; May 12 ,2025 | Currently applying for grant, will be working with Student Supports. | ANNOUNCEMENT has been pushed back to JULY. | | | |

Note: SCORE was not awarded. NO LEAs received this award directly. There were seven awardees: the University of Memphis, St. Jude Children's Research Hospital, Nurses Middle College Nashville, BlueCross BlueShield of Tennessee with Chattanooga State, Chattanooga 2.0, Niswonger, and Ballad Health. From SCORE Grantor: Thank you for your interest and your application for the Future Forward Innovation Grant! We received nearly 100 applications for various innovative education-to-work pathway programs across Tennessee. After a highly competitive selection process, your application was ultimately not selected to receive the grant this year. We were very impressed with your application's commitment to innovation in envisioning and building an education-to-career pathway that promotes greater student opportunity, and we look forward to learning from your efforts and hope to stay connected with you as you advance this important work. Your leadership and focus on meaningful student pathways were greatly noted in your application and the interest shown in the grant, and we appreciate your commitment to driving forward-thinking solutions and thank you again for sharing your vision with us. In the coming months, SCORE will be sharing additional resources, events, and other opportunities related to education-to-work pathways, and we hope to engage with you and your partners in this work.

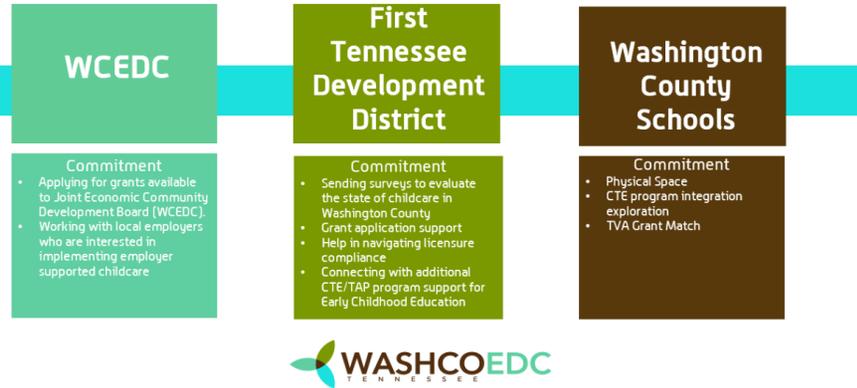
We want to thank you sincerely again for your leadership and commitment to student opportunity in Tennessee. We look forward to working with you closely in the future!

SCORE UPDATE

Daycare center in the decommissioned JES wing.

WCS in partnership with Economic Development, City of Johnson City, and First Tennessee Development District

Partners and Commitments



Funding Opportunities

| WCEDC APPLYING | | WASHINGTON COUNTY SCHOOLS APPLYING | |
|--|----------------------|---|--------------------------|
| Workforce Invest Grant TVA | Three Star Grant ECD | New Care Partnership Grant TNHS | Establishment Grant TNHS |
| \$250,000 | \$250,000 | Millions | \$1,000 Per Slot |
| Competitive | Competitive | Competitive | Non-Competitive |
| Equipment & Furnishings | Renovations | Renovations & Salaries | Equipment & Furnishing |
| 50% Match | No Match | 50% Match | No Match |
| New Salaries will be the match for this grant. | | Building, Three Star Grant ECD, and Workforce Invest Grant will be the match. | |

The grants WCEDC and First Tennessee Development District are pursuing TVA Grant and Three Star Grant, but expect the *future provider*, if not WCS, for the daycare center to pursue the New Care Partnership Grant TNHS and Establishment Grant TNHS

| Grants Awarded | | | | | | | | | |
|--|-------------------------|--|--|---|---|--|--|--|--|
| Comprehensive School Mental Health System pilot | | | UPDATE: Submitted application, here is the link . | The Comprehensive School Mental Health Implementation Pilot will equip participating districts and their respective schools with the tools and resources necessary to amplify existing mental health infrastructure. | The Comprehensive School Mental Health Implementation Pilot aims to strengthen and enhance mental health in schools by integrating systems, programs, and resources. Participating districts will receive personalized training, technical support, and resources that will enhance existing infrastructure to meet the needs of students, staff, and the school community. | | | | |
| Grants Managed | | Grants are closing by June 30, 2025 | | | | | | | |
| Reduced Diesel Emissions for a Healthier Tennessee | | | Work with Washington County Government to receive \$44,000 award toward two propane buses | active grant | | | | | |
| ISM Grant | | Help CTE Director write FY 26 ISM application. We will submit the continual application. | This year teachers are 50% match funded | Note: schools involved in this grant were awarded (allocated FY2023) BCE \$500,000, DB \$1,000,000, DC \$1,000,000, FB \$200,000, GV \$500,000, Gray \$500,000, JES \$500,000, RV \$500,000, SC \$200,000, SS \$500,000, University \$1,000,000, WV \$500,000 | | | | | |
| LEAPS PROGRAM | Last year of the cohort | UPDATED EPLAN BUDGET \$75,000 | Provide all necessary documentation into Department of Human Services Child Care Provider Portal to renew the SCES LEAPS site for continuing service | Help with any grant related to personnel, data reporting, purchases and attend meetings with the state department. | | | | | |

Monthly Facility Tracker reports

All Locations -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=af78549c-6e53-41e9-afec-dd4d8bfa815d>

WVES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=7061e70d-ee81-4bbe-a0a9-333ee6630ce4>

SSES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=82641ccd-b40b-406e-9593-f1f5d6d454ea>

SCES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=f4112e8b-ace7-42c8-83ce-ce7cca700d0a>

RVES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=abece4e4-3aaf-4e20-afb9-e7a4b253e7ea>

LES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=03c462a1-53fd-429c-8d8a-862353a095d4>

JMS -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=047f5116-d265-4220-bca1-d51fd1f24df6>

JES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=3c2e5fd0-4dc5-4a44-b1a8-7ff0bc15c27e>

GES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=ef3d7048-0b99-4548-9f31-04632f0fae84>

GVES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=e2b27430-f9cb-4618-8958-f37a78a60a75>

FBES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=b9027fb8-5461-4cad-a2ca-4cd8a33ecfbe>

DCHS -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=88424530-f628-46ae-8852-1a2d40bc9785>

DBHS -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=1f5402fa-95ef-4b85-bc13-1b2a390eadd8>

BCES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=475154ae-7197-4f43-8ec4-6b9764458b84>

Midway -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=ec7f00ea-3b78-41db-9542-060401a411e6>

Bus Garage -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=13f0ab1b-e7e9-4a01-bbeb-9b2d5181fb5f>

Warehouse -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=7da489ac-1553-4a46-a0ac-27646726a003>

Central Office -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=fbf02e24-8b01-46d9-98d1-a5e123581838>

| Name | Disposition/New hire | School, Position | Effective Date | Replacing |
|------------------------------|--------------------------|---|----------------|--|
| Adina Johnson | New Hire Coach | Lamar, Head Girls Basketball Coach | 08/04/2025 | Ashley Ward |
| Abbie Williams | New Hire | SACC, Caregiver | 6/3/2025 | Ongoing Need |
| Cody Connell | New Hire/Rehire | DBHS, Head Men's Basketball Coach | 5/30/2025 | Chris Brown |
| Nathan Mossholder | New Hire Coach | Lamar, Head Boys Basketball Coach | 6/4/2025 | Luke Hopson, current teacher |
| Courtney Church | New Hire Coach | GV, Assistant Cheer Coach | 6/4/2025 | |
| Heather Streeval | New Hire/Rehire | Gray, 4th Grade Teacher | 7/29/25 | Daniel Harris |
| Clarence Mabe | Approved Assistant Coach | Gray, Asst Girls Basketball Coach | 6/6/2025 | Toby Echevarria |
| Erin Carder | New Hire | JES, SPED Teacher | 7/29/2025 | Katherine Schneider |
| Dylan Singleton | New Hire/Transfer | from Sub to GV, 3rd Grade Teacher | 7/29/2025 | Katie Deakins |
| Amber Riddle | New Hire | DCHS, Science Teacher | 7/29/2025 | Nicholas Chase Brennan |
| Katrina "Alexandra" Hamilton | New Hire | DCHS, SPED Teacher | 7/29/2025 | Jillian May |
| Gabrielle "Gabby" Burchfield | New Hire | School Nutrition, PT Cook | 7/28/2025 | Previously Accuforce temp position |
| Greyson Stevens | New Hire | SACC, Caregiver | 6/16/2025 | Ongoing Need |
| Wade Fletcher | New Hire | Maintenance, PT Grounds | 6/18/2025 | Mason Mounger |
| Samantha Humphreys | New Hire | Lamar, SPED Teacher | 7/29/2025 | Belinda Lyons |
| LaTisha Wilson | New Hire | DCHS, Math Teacher | 7/29/2025 | Anastaysa Hunley-Bota |
| Josh Elliott | New Hire/Rehire | DBHS, Spanish Teacher | 7/29/2025 | Sandrine Thermoz-Lorciere |
| George Coates | New Hire | FB, Head Girls Basketball Coach | 6/20/2025 | |
| Sarah Rome | New Hire | JES, 3rd Grade Teacher | 7/29/2025 | Emily Harris |
| Melanie Blankenship | New Hire/Transfer | from Sub to JES, 4th Grade Teacher | 7/29/2025 | Jared Smith |
| Matt Huff | New Hire/Rehire | JES, 8th Grade SS/ELA/Cross Country Coach | 7/29/2025 | Trey Rice/Teacher, Hannah Potter/Coach |
| Jennie Good | New Hire/Rehire | SS, 3rd Grade | 7/29/2025 | Leann Reed |
| Chandan "Shivanni" Regert | New Hire | DCHS, SPED Teacher | 7/29/2025 | Joseph Lellman |
| Garrett Myers | New Hire | DCHS, Math Teacher | 7/29/2025 | Elizabeth Barrett |
| Anna Ridlen | New Hire | JES, 7th Grade Science/Math | 7/29/2025 | Heidi Snide |

| | | | | |
|-----------------------------|-------------------|---|-----------|---|
| Jazmine Cornejo Moore | New Hire/Rehire | GV, SPED Teacher | 7/29/2025 | Janice Byrum |
| Gabryella Huff | New Hire | JES, 4th Grade teacher | 7/29/2025 | Blake Pierce |
| Michaeline "Nikki" Harrison | New Hire | DBHS, School Counselor | 7/29/2025 | Jonathan Odom |
| Kansas Winningham | New Hire | BCE, 2nd grade Teacher | 7/29/2025 | Dee Dee Herbert |
| Adam Hybarger | New Hire/Transfer | from Substitute to JES, Music Teacher | 7/29/2025 | Rachel Day |
| | | | | |
| David Little | Resignation | SS, Principal | 7/11/2025 | |
| Eric Sharpe | Resignation | DBHS, CTE HVAC Teacher | 6/6/2025 | |
| Ashley Ward | Resignation Coach | Lamar, Head Track/Field Coach | 6/4/2025 | will remain IA |
| Cody Connell | Resignation Coach | DCHS, Head Men's Basketball Coach | 5/29/2025 | |
| Chase McGonigle | Resignation Coach | DBHS, Asst Basketball & Asst Baseball Coach | 6/3/2025 | will remain as FT grounds |
| Brent "Alex" Percell | Resignation Coach | DBHS, Asst Men's Basketball Coach | 5/30/25 | will remain teacher/Asst Baseball Coach |
| Jeremy Pearce | Resignation Coach | JES, Head Boys Basketball Coach | 5/27/2025 | |
| Lilly Murray | Resignation | DCHS, Math Teacher | 6/6/2025 | |
| Thomas Gouge | Resignation Coach | DCHS, Head Girls Basketball Coach | 6/5/2025 | |
| Josh Davis | Resignation | District Office, Deputy Chief of Academics | 6/30/2025 | |
| Charity Roberts | Resignation | FB, 6-8 SS/Science Teacher | 6/30/2025 | |
| Terry "Brian" Snyder | Resignation Coach | RV, Head Baseball Coach | 6/30/2025 | |
| Jessica McAlister | Resignation | JES, PreK Teacher | 6/20/2025 | |
| Stephanie Slagle | Resignation | US, PT Sped IA | 5/27/2025 | |
| Heather Morin | Resignation | DBHS, SPED IA | 6/20/2025 | |
| | | | | |
| | | | | |
| Vicky Dickerson | Retirement | Transportation, Bus Driver | 6/30/2025 | |
| | | | | |
| Matthew Robbins | Transfer | from SS, PE to DBHS, PE | 7/29/2025 | Rick Wagner |
| Sara Reed | Transfer | from SS, IA to SS, SPED Teacher | 7/29/2025 | Teresa Aubrey/Jessica Miller |

| | | | | |
|--------------------------|--------------------|--|--------------|--|
| Tonya Snyder | Transfer | from JES, IA to JES IA/OA | 8/4/2025 | Julie Pearce |
| Riley Britton | Transfer | from Southside, Middle School Asst Coach to Head Girls Soccer Coach | 6/10/2025 | Moe Sells |
| Michael "Travis" Ledford | Transfer | from DCHS, Asst Girls Basketball Coach to DBHS Asst Girls Basketball Coach | SY 2025-2026 | Alex Percell |
| Alayna Hybarger | Transfer | from WV, 1st Grade to JES, 1st Grade | 7/29/2025 | Blake Pierce |
| Jennifer Barrett | Transfer | Lamar, Sped Ancillary IA | 8/4/2025 | New position. Her PreK position transferred to JES |
| Jordan Moates | Transfer | from WV, 4th Grade to JES, Asst Principal | 7/22/2025 | Stephanie Duncan |
| Autumn "Keeli" Byrd | Transfer | from WV, 1st Grade to JES, 1st Grade | 7/29/2025 | Kimberly Osborne |
| Erica Loyd | Transfer | from JES, IA to JES PreK IA | 8/4/2025 | position transferred from Lamar |
| Billy Keys | Transfer | from BCE, SPED IA to JES, SPED IA | 8/4/2025 | position transferred from BCE |
| Taylor Poore | Transfer | Midway, Secretary | 7/1/2025 | from 12 mo position to 10.5 position |
| Brooklyn Hinkle | Transfer | from BCE, SPED IA to JES, SPED IA | 8/4/2025 | position transferred from BCE |
| Teresa Lewis | Transfer | from JES, SPED Teacher to System-wide, Homebound Teacher | 7/29/2025 | |
| Dana Green | Transfer | from Lamar, 4th Grade Teacher to BCE, 4th Grade Teacher | 7/29/2025 | Danielle Scott |
| Michelle Snapp | Transfer | from JES, 1st Grade to SS, PreK Teacher | 7/29/2025 | New position |
| Lydia "Nichole" Garst | Transfer | from Substitute to SS, SPED IA | 8/4/2025 | Logan Scott Shelton |
| | | | | |
| Heather Henley | Requested Leave | SC, 5th Grade ELA/SS | | beginning 7/1/25 with an estimated end date of 8/12/25. |
| Michael Strapp | Intermittent Leave | BCE, Custodian | | beginning 5/2/2025 with an estimated end date of 5/2/2026 |
| Chloe Hartgrove | Requested Leave | School Nutrition, Field Coordinator | | beginning 10/27/2025 with an estimated end date of 1/19/2026 |
| Rose Street | Requested Leave | School Nutrition, Kitchen Manager | | beginning 4/29/25 with an estimated end date of 5/23/25 |
| Teresa Lewis | Requested Leave | JES, SPED Teacher | | beginning 5/13/25 with an estimated end date of 5/19/2025 |
| Amy Lawson | Requested Leave | Gray, Principal | | beginning 6/6/2025 with an estimated end date of 6/19/2025 |
| Morgan Ratliff | Requested Leave | Gray, Site Director/IA | | beginning 6/30/2025 with an estimated end date of 9/30/2025 |
| | | | | |

PURCHASING DEPARTMENT
WASHINGTON COUNTY BOARD OF EDUCATION

FEDERAL PROJECTS FUND
 PURCHASE ORDER

Purchase Order **35834**

Date Issued 7/1/25

Appropriation No. 142-E-71300-471-800

Dept. Perkins Basic Grant

School All

TO Baylor Enterprises, Inc.
 PO Box 30792
 Lincoln, NE 68503
 herdi@ontocollege.com
 Deliver to Washington county schools
 Address 405 W. college St.
 Jonesborough, TN 37659
 Via Kelli Hauldren
 Articles on this order must be charged to account of

NOTICE TO VENDOR

1. Purchase order number **MUST** appear on all invoices submitted for payment.

2. Mail **TWO** copies of your invoice promptly to:

Washington County Board of Education

405 West College Street

Jonesborough, Tennessee 37659

Telephone (423) 753-1105

on or before

| ITEM NO. | ARTICLES OR SERVICES | CODE | QUANTITY & UNIT | UNIT PRICE | TOTAL |
|----------|---|------|-----------------|------------|--------------------|
| | (Unless otherwise stated all prices F.O.B. Destination) | | | | |
| | Onto College Test Prep + CRTMS renewal | | | | \$20,160.00 |
| | Discount | | | | - \$3,629.00 |
| | *sole source attached | | | | |
| | GRAND TOTAL - INCLUDING ALL ATTACHED PAGES | | | | \$16,531.00 |

SUBJECT TO THE FOLLOWING CONDITIONS

- All packages, cartons or other containers must be plainly marked with the purchase order number.
- The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
- Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
- No changes in or cancellations of this purchase order shall be recognized by the Vendor unless authorized by special form issued by the Purchasing Agent.
- Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
- The county is not liable for Federal excise tax or state sales tax.
- Each shipment and/or each purchase order should be covered by separate invoice.

IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER

VENDOR'S COPY

There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.

Authorized Signature

APPROVED:

Purchasing Agent

BAYLOR ENTERPRISES, INC
PO Box 30792
Lincoln, NE 68503 US
+14024757737
heidi@ontocollege.com
www.OnToCollege.com



ADDRESS

Washington County Schools, TN

Estimate 1113

DATE 05/15/2025

| ACTIVITY | QTY | RATE | AMOUNT |
|--|-----|-----------|--------------------|
| 2025-26 OnToCollege Test Prep + CCR + MS - Renewal Unlimited online access to OTC's Prep & Refresher courses for ACT®, PreACT®, PreACT®8/9, SAT®, and PSAT/NMSQT® Tests. Also includes Middle School Matters, Study Skills & Test-Taking Strategies, College & Career Readiness, for all students. Contracted through July 31, 2026. | 1 | 20,160.00 | 20,160.00 |
| Discount - Recurring district | 1 | -3,629.00 | -3,629.00 |
| SUBTOTAL | | | 16,531.00 |
| TOTAL | | | \$16,531.00 |

Accepted By

Accepted Date

06/16/2025

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
 requester. Do not
 send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

| | | | | |
|--|-----------|--|---|--|
| Print or type. See <i>Specific Instructions</i> on page 3. | 1 | Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) BAYLOR ENTERPRISES, INC | | |
| | 2 | Business name/disregarded entity name, if different from above. BAYLOR ENTERPRISES DBA ON TO COLLEGE | | |
| | 3a | Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____ | 4 | Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i> |
| | 3b | If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/> | | |
| | 5 | Address (number, street, and apt. or suite no.). See instructions. PO BOX 30792 | Requester's name and address (optional) | |
| | 6 | City, state, and ZIP code LINCOLN, NE 68503 | | |
| | 7 | List account number(s) here (optional) | | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| | | | | | | | | | | |
|---------------------------------------|---|--|---|---|---|---|---|---|---|---|
| Social security number | | | | | | | | | | |
| | | | | | | | | | | |
| or | | | | | | | | | | |
| Employer identification number | | | | | | | | | | |
| 4 | 7 | | - | 0 | 9 | 2 | 3 | 9 | 7 | 3 |

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

| | | |
|------------------|---|--------------------|
| Sign Here | Signature of U.S. person <i>Wahono Hordayo</i> | Date 01/23/2025 |
|------------------|---|--------------------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



June 10, 2025

RE: Sole Source for *OnToCollege*

To Whom It May Concern:

OnToCollege (OTC) is the leading provider of ACT/PreACT Prep, SAT/PSAT Prep, Grade 8/9 Prep, Middle School Prep, and College & Career Counseling services. *OTC* serves schools, students, and families.

OTC is not marketed or sold through a third party. All sales are handled directly through *OTC*, its employees, and independent contractors. All of the *OnToCollege* products, including videos and materials, are copyrighted through Baylor Enterprises, Inc. *OTC* is owned and managed by John Baylor, President.

Contact Information

OnToCollege
PO Box 30792, Lincoln, NE 68503
402.475.7737

Purchase Orders should be sent via email to:

Erica Bradford
General Manager
erica@OnToCollege.com
402.475.7737

On
To
College



PURCHASING DEPARTMENT
WASHINGTON COUNTY BOARD OF EDUCATION

Purchase Order **No. 5296**
 Date Issued **07-01-25**
 Appropriation No. **72250399**
 Dept. **Finance**
 School

PURCHASE ORDER

TO

Skyward

NOTICE TO VENDOR

1. Purchase order **MUST** bear two signatures in order to be valid.
2. Purchase order number **MUST** appear on all invoices submitted for payment.
3. Mail **TWO** copies of your invoice promptly to:

Washington County Board of Education
405 West College Street
Jonesborough, TN 37659
Telephone (423) 753-1105

Deliver to

WASHINGTON COUNTY BOARD OF EDUCATION
405 WEST COLLEGE STREET
JONESBOROUGH, TN 37659

Address

Via

Articles on this order must be charged to account of

| ARTICLES OR SERVICES | CODE | QUANTITY & UNIT | UNIT PRICE | TOTAL |
|--|------|-----------------|------------|------------------|
| (Unless otherwise stated all prices F.O.B. Destination) | | | | |
| <i>Financial Management Systems Licenses - Renewals - 07/01/25 to 06/30/26</i> | | | | |
| GRAND TOTAL - INCLUDING ALL ATTACHED PAGES | | | \$ | <i>69,403.50</i> |

SUBJECT TO THE FOLLOWING CONDITIONS

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
4. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
5. The county is not liable for Federal excise tax or state sales tax.
6. Each shipment and/or each purchase order should be covered by separate invoice.

IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER

VENDOR'S COPY

There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.

Authorized Signature

APPROVED:

Purchasing Agent



Invoice Detail

WASHINGTON COUNTY SCHOOL DISTRICT
ATTN: ACCOUNTS PAYABLE
405 WEST COLLEGE STREET
JONESBOROUGH, TN 37659-1009

Table with invoice details: Invoice # 0000238645, Invoice Date 07/01/2025, Due Date 07/16/2025, Invoice Total 69,403.50

* Invoice was emailed.

Table with columns: Qty, Item Description, Unit Price, Extension. Rows include Financial Management Core, True Time, Support Fee, School Based Activity Accounting, Fixed Assets, and Insurance Tracking licenses.

Software Licenses: 07/01/2025 - 06/30/2026

The quantity represents a student count unless a minimum rate applies.

PURCHASE CONTROL STAMP
WASHINGTON COUNTY BOARD OF EDUCATION
Received By: _____ Date: _____
Approved for Payment By: _____
Date Approved: _____
Fund Charged: 72250399

Total Extension 69,403.50

REMIT TO:

SKYWARD ACCOUNTING DEPT
2601 SKYWARD DRIVE
STEVENS POINT, WI 54482
* Return this bottom portion with payment *

Table with remittance details: Invoice # 0000238645, Invoice Date 07/01/2025, Payor WASHINGTON COUNTY SCHOOL DISTRICT (WASHI*TN000), Due Date 07/16/2025

Invoice Amount: 69,403.50
Remit Amount: []

PURCHASING DEPARTMENT
WASHINGTON COUNTY BOARD OF EDUCATION

Purchase Order **No 5295**

Date Issued **07-01-25**

Appropriation No. **72310399**

Dept. **Administration**
 School

PURCHASE ORDER

TO
A Better Way Athletics

Deliver to **WASHINGTON COUNTY BOARD OF EDUCATION**
 Address **405 WEST COLLEGE STREET**
JONESBOROUGH, TN 37659
 Via

NOTICE TO VENDOR

- 1. Purchase order MUST bear two signatures in order to be valid.**
- 2. Purchase order number MUST appear on all invoices submitted for payment.**
- 3. Mail TWO copies of your invoice promptly to:**

Washington County Board of Education
405 West College Street
Jonesborough, TN 37659
Telephone (423) 753-1105

Articles on this order must be charged to account of

| ARTICLES OR SERVICES | CODE | QUANTITY & UNIT | UNIT PRICE | TOTAL |
|---|------|-----------------|------------|---------------------|
| (Unless otherwise stated all prices F.O.B. Destination) | | | | |
| Annual Fee 07/01/25 to 06/30/26 | | | | |
| GRAND TOTAL - INCLUDING ALL ATTACHED PAGES | | | | \$ 12,000.00 |

SUBJECT TO THE FOLLOWING CONDITIONS

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
4. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
5. The county is not liable for Federal excise tax or state sales tax.
6. Each shipment and/or each purchase order should be covered by separate invoice.

IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER

VENDOR'S COPY

There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.

Authorized Signature

APPROVED:

Purchasing Agent

A Better Way Athletics, LLC

10710 Midlothian Tpke Ste 300
North Chesterfield, VA 23235
US



INVOICE

BILL TO
Washington County Schools
405 West College Street
Jonesborough, TN 37659 USA

INVOICE 1220
DATE 07/01/2025
TERMS Net 30
DUE DATE 07/31/2025

| ACTIVITY | DESCRIPTION | QTY | RATE | AMOUNT |
|------------|---|-----|-----------|-----------|
| Annual Fee | Subscription Term: July 1, 2025 - June 30, 2026 | 1 | 12,000.00 | 12,000.00 |

Please remit payment to A Better Way Athletics, LLC at:
10710 Midlothian Tpke
Suite 300
North Chesterfield, VA 23235
Federal EIN # 47-2452442
For billing related questions, please contact billing@abetterwayathletics.com

BALANCE DUE \$12,000.00

| | |
|--|-------------|
| PURCHASE CONTROL STAMP WASHINGTON COUNTY BOARD OF EDUCATION | |
| Received By: _____ | Date: _____ |
| Approved for Payment By: _____ | |
| Date Approved: _____ | |
| Fund Charged: _____ | 72310399 |

PURCHASING DEPARTMENT
WASHINGTON COUNTY BOARD OF EDUCATION

PURCHASE ORDER

Purchase Order **№ 5294**

Date Issued **07-01-25**

Appropriation No. **72620336**

Dept. **mtnce**

School **RV**

TO
Acorn Electrical Specialists

Deliver to **Ridgeview School**
 Address

Via

Articles on this order must be charged to account of

NOTICE TO VENDOR

1. Purchase order **MUST** bear two signatures in order to be valid.
2. Purchase order number **MUST** appear on all invoices submitted for payment.
3. Mail **TWO** copies of your invoice promptly to:

Washington County Board of Education
405 West College Street
Jonesborough, TN 37659
Telephone (423) 753-1105

| ARTICLES OR SERVICES (Unless otherwise stated all prices F.O.B. Destination) | CODE | QUANTITY & UNIT | UNIT PRICE | TOTAL |
|---|------|-----------------|------------|---------------------|
| Replacement of light pole, light, base, re-connection | | | | |
| * covered by insurance claim * | | | | |
| GRAND TOTAL - INCLUDING ALL ATTACHED PAGES | | | | \$ 17,900.00 |

SUBJECT TO THE FOLLOWING CONDITIONS

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
 2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
 3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
 4. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
 5. The county is not liable for Federal excise tax or state sales tax.
 6. Each shipment and/or each purchase order should be covered by separate invoice.
- IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER**

| | | |
|----------------------|---|---------------------------|
| VENDOR'S COPY | There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase. | APPROVED: |
| | _____ Authorized Signature | _____ Purchasing Agent |

ACORN ELECTRICAL SPECIALISTS, INC.

403 Rock Lane
 PINEY FLATS, TENNESSEE 37686
 Tele.(423) 538-6007 FAX (423) 538-5953

| | | |
|--|---|----------------|
| PROPOSAL SUBMITTED TO: Washington County Schools | PHONE: | DATE: 4/1/2025 |
| STREET: | JOB NAME: Ridgeview ES - Replace Parking Lot Pole Light | |
| CITY, STATE, and ZIP CODE: | JOB LOCATION: Gray, TN | |
| ARCHITECT | QUOTE NO.: 25-4315 | |

This quotation is to provide electrical requirements per the inclusions and exclusions below.

Inclusions:

Replace parking lot light concrete pole base, pole, and fixture. Connect pole light back to existing conduits and replace wire between those pole lights.

- Excavate remains of broken pole base and dispose.
- Excavate ground back to expose existing conduit feeding the pole light. Not to extend past the parking lot curbs.
- Furnish and install replacement precast concrete pole base. Dimensions to be the same as existing.
- Connect existing conduit back to new pole base.
- Backfill around new precast pole base with stone, cover top 3" with soil.
- Remove and dispose of spoils from new pole base.
- Furnish and install new replacement pole. Dimensions and color to be the same as existing.
- Furnish and install new replacement light fixture, Fixture and color to be the same as existing.
- Furnish and install wiring to new pole from (2) existing pole lights.
- Terminations and check voltage.

Notes:

1. This quote is for normal working hours Monday – Thursday 7:00-5:30PM, no weekends, no holidays.
2. All appropriate taxes are included in this quotation.

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Seventeen thousand nine hundred ----- dollars \$17,900.00

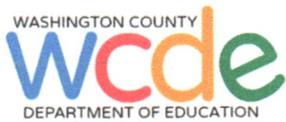
Payment to be made as follows:

Invoice submitted monthly based on the percentage of completion with the balance due on the 10th of the following month.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

| | |
|--|---|
| Authorized Signature  Jeff Tucker | Note: This proposal may be withdrawn by us if not accepted within <u>30</u> days. |
|--|---|

| | |
|---|-----------|
| <p>Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.</p> <p>Date of Acceptance:</p> | Signature |
|---|-----------|



Jeremy Moore <moorej4@wcde.org>

Claim #10000686632

Wanda Rowland <rowlandw@wcde.org>

Wed, Jun 4, 2025 at 1:56 PM

To: Casey Morelock <Casey.Morelock@fbitn.com>, Jarrod ADAMS <adamsj@wcde.org>, Jeremy Moore <moorej4@wcde.org>

Thank you! Washington County Schools should suffice. My boss is out of town until Monday but you can send it to adamsj@wcde.org.

On Wed, Jun 4, 2025 at 1:50 PM Casey Morelock <Casey.Morelock@fbitn.com> wrote:

Good Afternoon Wanda,

I have reviewed the estimate, and I am ready to issue payment. We will have a release that will need to be signed by an authorized representative as the check will be made to the County. In my system I just have Washington County listed. I see that you are with Washington County Board of Education. Whom does the check need to be made too as well as the address for them to make sure I have the correct information. I can process this via DocuSign, or I can have the check printed and ready for pick up at my office listed below. Please advise.

Thank you,



Casey Morelock

Claim Representative

413 Boones Creek Rd. Suite 10, Jonesborough, TN 37659

O: 423-257-4648 x228

From: Wanda Rowland <rowlandw@wcde.org>
Sent: Wednesday, May 28, 2025 1:54 PM
To: Casey Morelock <Casey.Morelock@fbitn.com>
Subject: Re: Claim #10000686632

WARNING: This email originated outside of Farm Bureau Insurance of Tennessee. **DO NOT CLICK** links or attachments unless you recognize the sender and know the content is safe.

Good Afternoon, wanted to follow up on how you would like us to proceed with repairs to our property. Thank you

[Quoted text hidden]

PURCHASING DEPARTMENT
WASHINGTON COUNTY BOARD OF EDUCATION

PURCHASE ORDER

Purchase Order **No 5297**
 Date Issued **07-01-25**
 Appropriation No. **71100399**
 Dept. **Human Resources**
 School

TO
Frontline Technologies Group LLC

NOTICE TO VENDOR

1. Purchase order **MUST** bear two signatures in order to be valid.
2. Purchase order number **MUST** appear on all invoices submitted for payment.
3. Mail **TWO** copies of your invoice promptly to:

Deliver to **WASHINGTON COUNTY BOARD OF EDUCATION**
 Address **405 WEST COLLEGE STREET**
JONESBOROUGH, TN 37659
 Via

Washington County Board of Education
405 West College Street
Jonesborough, TN 37659
Telephone (423) 753-1105

Articles on this order must be charged to account of

| | ARTICLES OR SERVICES | CODE | QUANTITY & UNIT | UNIT PRICE | TOTAL |
|---|--|------|-----------------|------------|--------------|
| | (Unless otherwise stated all prices F.O.B. Destination) | | | | |
| ① | Human Capital Management | | | | \$ 30,746.71 |
| ② | Absence & Substitute Management - Renewals - 07/01/25 to 06/30/26 | | | | 31,605.37 |
| GRAND TOTAL - INCLUDING ALL ATTACHED PAGES | | | | | \$ 62,352.08 |

SUBJECT TO THE FOLLOWING CONDITIONS

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
 2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
 3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
 4. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
 5. The county is not liable for Federal excise tax or state sales tax.
 6. Each shipment and/or each purchase order should be covered by separate invoice.
- IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER**

VENDOR'S COPY

There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.

Authorized Signature

APPROVED:

Purchasing Agent



INVOICE

Acct #: 9015061
#INVUS220054

Washington County School District (TN)
405 W COLLEGE ST
JONESBOROUGH TN 37659-1009

Start Date: 7/1/2025
Due Date: 7/31/2025

PAYMENT INFORMATION

Please send checks to:

Frontline Technologies Group LLC
PO Box 780577
Philadelphia, PA 19178-0577

To make payment via ACH/EFT:

Bank Name: Wells Fargo, N.A.
Account Name: Frontline Technologies Group LLC
ABA/Routing #: 121000248
Account #: 4121566533
Swift Code: WFBIUS6S

Please include the invoice number in the memo of your check or ACH payment to ensure timely processing.

Please send remittance advice to Billing@FrontlineEd.com.

You can find a copy of our W9 at <http://help.frontlinek12.com/WebNav/Docs/FrontlineEducationW9.pdf>.

| Qty | Description | Start | End | End User | Rate | Amount |
|-----|---|----------|-----------|--|-------------|-------------|
| 1 | Human Capital Management - Recruiting & Hiring Bundle | 7/1/2025 | 6/30/2026 | 9015061 Washington County School District (TN) | \$30,746.71 | \$30,746.71 |
| 1 | Absence & Substitute Management, unlimited usage for internal employees | 7/1/2025 | 6/30/2026 | 9015061 Washington County School District (TN) | \$31,605.37 | \$31,605.37 |

Your timely payment is important to maintain continuous subscription status and allow for delivery of services. Our billing system tracks by contract, not PO#. We are unable to address PO# inquiries. Please check with your internal departments for PO# information. Any PO copies and/or vouchers for signature can be emailed to billing@frontlineed.com.

SUBTOTAL \$62,352.08

TOTAL DUE \$62,352.08
by 7/31/2025

RECEIVED CONTROL STAMP
WASHINGTON COUNTY BOARD OF EDUCATION

Received By: _____ Date: _____

Approved for Payment By: _____

Date Approved: _____

Fund Charged: 71100399

Invoice Generated on 5/3/2025

Frontline Education Renewal Notice

Attn: Washington County School District

Thank you for your continued partnership with Frontline Education. We remain focused on providing you with industry-leading solutions and technology for K-12. As part of the ongoing investment in your solutions, our Learning Center continues to be enhanced to provide access to articles with answers to routine questions 24/7. This includes the ability to create a support request directly from the Learning Center. Additionally, we have enhanced our Learning Center with Frontline Support Communities for many of our solutions, empowering you to collaborate with your peers, our experts and to share best practices with K-12 partners across your region and the country.

Below you will find information about the renewal of your subscription(s) that renew on 7/01/2025. Once you have reviewed the pricing for your upcoming subscription you can either:

- Use this [link](#) to confirm the renewal of your subscriptions, or
- If you have questions please reach out to your Client Success Manager

| Description | Start Date | End Date | Qty | Rate | Amount |
|---|------------|-----------|-----|-------------|--------------------|
| Human Capital Management - Recruiting & Hiring Bundle | 7/01/2025 | 6/30/2026 | 1 | \$30,746.71 | \$30,746.71 |
| Absence & Substitute Management, unlimited usage for internal employees | 7/01/2025 | 6/30/2026 | 1 | \$31,605.37 | \$31,605.37 |
| Total | | | | | \$62,352.08 |

Please use this [link](#) to indicate that you intend to renew your subscriptions and request your invoice if needed.

Need assistance? You can reach us by calling Daniel Lopez at (484) 328-4049 or by emailing us at renewals@frontlineed.com.

Robert Hawkins

Robert Hawkins
Vice President, Client Success



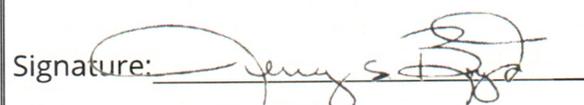
1400 Atwater Drive Malvern, PA 19355

08/15/2022

MASTER SERVICES AGREEMENT

This Master Services Agreement is made effective as of the date of the signature below (the "Effective Date") by and between Frontline Technologies Group LLC dba Frontline Education, its subsidiaries and affiliates with an address at 1400 Atwater Drive, Malvern, PA 19355 (collectively "Frontline"), and the client identified below ("Client"). Frontline and Client are sometimes referred to herein, individually, as a "Party" and, collectively, the "Parties."

By signing below, the Parties agree to be legally bound by the terms and conditions contained in the Frontline Master Services Agreement ("Master Services Agreement", which is available at <https://www.frontlineeducation.com/master-services-agreement/> and is incorporated herein by reference. The attached Order Form, exhibits (if any), Statements of Work and the referenced Master Services Agreement are collectively the "Agreement". To place orders subject to this Agreement, at least one Order Form (as defined in the Master Services Agreement) must be incorporated into this Agreement. Client may make future purchases of products and services from Frontline (and its subsidiaries and affiliates) under this Master Services Agreement by executing an Order Form and any future Order Forms without an attached or referenced Master Services Agreement will be deemed subject to this Master Services Agreement. This Agreement constitutes the complete and exclusive statement of the agreement between the Parties with respect to the Software and the Services set forth herein and any other software, products or other services provided by Frontline or any of its affiliates or predecessors prior to the Effective Date. For the avoidance of doubt, this Agreement supersedes any and all prior oral or written communications, proposals, RFPs, contracts, and agreements (including all prior license and similar agreements) and the Parties hereby terminate any such agreements. In the event of a conflict between the provisions of the Terms and Conditions and the provisions of any Statement of Work or any Order Form or any Order Form Terms and Conditions, the provisions of the Statement of Work or Order Form or Order Form Terms and Conditions, as applicable, shall govern, but only with respect to the services forth in the Statement of Work or that particular Order Form.

| | |
|--|--|
| <p>Frontline Technologies Group LLC dba Frontline Education</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Address: 1400 Atwater Drive Malvern, PA 19355</p> <p>Email: <u>billing@frontlineed.com</u></p> <p>Effective Date: _____</p> | <p>Washington County School District</p> <p>Signature: </p> <p>Name: <u>Jerry S. Boyd</u></p> <p>Title: <u>Superintendent</u></p> <p>Address: <u>405 W COLLEGE ST</u> <u>JONESBOROUGH, Tennessee 37659-1009</u></p> <p>Email: <u>boydj@wcde.org</u></p> |
|--|--|

Approved by the Washington County Board of Educaiton: 09/01/2022

PURCHASING DEPARTMENT
WASHINGTON COUNTY BOARD OF EDUCATION

Purchase Order **No 5298**

Date Issued **07-01-25**

Appropriation No. **71100399**

Dept. **INSTRUCTION**

School

PURCHASE ORDER

TO
Frontline Technologies Group LLC

NOTICE TO VENDOR

1. Purchase order **MUST** bear two signatures in order to be valid.
2. Purchase order number **MUST** appear on all invoices submitted for payment.
3. Mail **TWO** copies of your invoice promptly to:

Washington County Board of Education
405 West College Street
Jonesborough, TN 37659
Telephone (423) 753-1105

Deliver to **WASHINGTON COUNTY BOARD OF EDUCATION**
 Address **405 WEST COLLEGE STREET**
JONESBOROUGH, TN 37659
 Via

Articles on this order must be charged to account of

| ARTICLES OR SERVICES | CODE | QUANTITY & UNIT | UNIT PRICE | TOTAL |
|---|------|-----------------|------------|---------------------|
| (Unless otherwise stated all prices F.O.B. Destination) Professional Learning Management -Renewal- 07/01/25 to 06/30/26 | | | | |
| GRAND TOTAL - INCLUDING ALL ATTACHED PAGES | | | | \$ 32,644.35 |

SUBJECT TO THE FOLLOWING CONDITIONS

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
4. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
5. The county is not liable for Federal excise tax or state sales tax.
6. Each shipment and/or each purchase order should be covered by separate invoice.

IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER

| | | |
|----------------------|---|---------------------------|
| VENDOR'S COPY | There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase. | APPROVED: |
| | _____ Authorized Signature | _____ Purchasing Agent |



INVOICE

Acct #: 9015061
#INVUS219370

Washington County School District (TN)
405 W COLLEGE ST
JONESBOROUGH TN 37659-1009

Start Date: 7/1/2025
Due Date: 7/31/2025

PAYMENT INFORMATION

Please send checks to:

Frontline Technologies Group LLC
PO Box 780577
Philadelphia, PA 19178-0577

To make payment via ACH/EFT:

Bank Name: Wells Fargo, N.A.
Account Name: Frontline Technologies Group LLC
ABA/Routing #: 121000248
Account #: 4121566533
Swift Code: WFBIUS6S

Please include the invoice number in the memo of your check or ACH payment to ensure timely processing.

Please send remittance advice to Billing@FrontlineEd.com.

You can find a copy of our W9 at <http://help.frontline12.com/WebNav/Docs/FrontlineEducationW9.pdf>.

| Qty | Description | Start | End | End User | Rate | Amount |
|-----|--|----------|-----------|--|-------------|-------------|
| 1 | Professional Learning Management, unlimited usage for internal employees | 7/1/2025 | 6/30/2026 | 9015061 Washington County School District (TN) | \$32,694.35 | \$32,694.35 |

Your timely payment is important to maintain continuous subscription status and allow for delivery of services. Our billing system tracks by contract, not PO#. We are unable to address PO# inquiries. Please check with your internal departments for PO# information. Any PO copies and/or vouchers for signature can be emailed to billing@frontlineed.com.

SUBTOTAL \$32,694.35

TOTAL DUE \$32,694.35
by 7/31/2025

PURCHASE CONTROL STAMP
WASHINGTON COUNTY BOARD OF EDUCATION

Received By: _____ Date: _____

Approved for Payment By: _____

Date Approved: _____

Fund Charged: 71100399

PURCHASING DEPARTMENT
WASHINGTON COUNTY BOARD OF EDUCATION
FEDERAL PROJECTS FUND
PURCHASE ORDER

Purchase Order **35833**
 Date Issued ~~00~~ 7/1/25
 Appropriation No. 142-E-71300-471-800
 Dept. Perkins Basic Grant
 School All

TO Power School Group LLC
 PO Box 888408
 Los Angeles, CA 90088

Deliver to Washington county schools
 Address 405 W. College St.
 Jonesborough, TN 37659
 Via Kelli Hauldren

NOTICE TO VENDOR
 1. Purchase order number **MUST** appear on all invoices submitted for payment.
 2. Mail **TWO** copies of your invoice promptly to:
 Washington County Board of Education
 405 West College Street
 Jonesborough, Tennessee 37659
 Telephone (423) 753-1105

on or before

Articles on this order must be charged to account of

| ITEM NO. | ARTICLES OR SERVICES | CODE | QUANTITY & UNIT | UNIT PRICE | TOTAL |
|----------|---|------|-----------------|------------|-------------|
| | (Unless otherwise stated all prices F.O.B. Destination) | | | | |
| | Naviance course Planner | | | | \$3,086.19 |
| | Naviance career key | | | | \$2,005.83 |
| | Naviance K-12 CLR | | | | \$11,793.88 |
| | * sole source attached | | | | |
| | GRAND TOTAL - INCLUDING ALL ATTACHED PAGES | | | | \$16,885.85 |

SUBJECT TO THE FOLLOWING CONDITIONS

- All packages, cartons or other containers must be plainly marked with the purchase order number.
 - The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
 - Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
 - No changes in or cancellations of this purchase order shall be recognized by the Vendor unless authorized by special form issued by the Purchasing Agent.
 - Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
 - The county is not liable for Federal excise tax or state sales tax.
 - Each shipment and/or each purchase order should be covered by separate invoice.
- IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER**

| | | |
|----------------------|---|------------------|
| VENDOR'S COPY | There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase. | APPROVED: |
| | Authorized Signature | Purchasing Agent |



Invoice

Date 06/05/2025
 Invoice# **INV448545**
 Terms Net 30
 Due Date 07/01/2025
 Customer ID 10005191

Bill To

AP
 Washington County School District (TN)
 405 West College St
 Jonesborough TN 37659
 United States

Ship To

AP
 Washington County School District (TN)
 405 W College St
 Jonesborough TN 37659-1009
 United States

VAT: #39590140

| PO# | Quote# | Sales Rep |
|--------------------------|---------|----------------|
| Legacy quote-PN-Q-963709 | Q-89579 | Dawood Shariff |

| Product Description | Qty | Unit | Tax | Extended Price |
|--|-------|----------|--------|----------------|
| SW-NAV-S-NVCPN: Naviance Course Planner Invoice Period: 07/01/2025 - 06/30/2026 | 4,500 | Students | \$0.00 | \$3,086.19 |
| SW-NAV-S-NVCKN: Naviance Career Key Invoice Period: 07/01/2025 - 06/30/2026 | 4,500 | Students | \$0.00 | \$2,005.83 |
| SW-NAV-S-NK12CCLR: Naviance K-12 CCLR Invoice Period: 07/01/2025 - 06/30/2026 | 5,000 | Students | \$0.00 | \$11,793.83 |
| SW-NAV-S-CCLRASST: Naviance CCLR Assessment Invoice Period: 07/01/2025 - 06/30/2026 | 5,000 | Students | \$0.00 | \$0.00 |

Pay Now

By paying this invoice or continuing to access the services, you agree to renew the services on the same terms and conditions (plus any then-current annual uplift) that govern your access to the services during the immediately preceding subscription period.

| Subtotal | Tax Total | Total (USD) |
|-------------|-----------|--------------------|
| \$16,885.85 | \$0.00 | \$16,885.85 |
| | | Amt. Due (USD) |
| | | \$16,885.85 |

Thank you for your business

| | | | |
|---|--|--|--|
| Remit by Check (US Mail Only): POWERSCHOOL GROUP LLC PO BOX 888408 LOS ANGELES, CA 90088-8408 | Remit by Check (Courier): LOCKBOX SERVICES POWERSCHOOL GROUP LLC - Box 888408 3440 FLAIR DRIVE, 4th FLOOR EL MONTE, CA 91731 | Remit by Wire or ACH: Wells Fargo Bank, NA Account Name: PowerSchool Group LLC ABA Routing No: 121000248 Account No: 4633847017 SWIFT: WFBIUS65 (Include invoice number in transmission) | Customer Service: ar@powerschool.com 888-265-7641 (Toll-Free) 916-357-9934 (Fax) |
|---|--|--|--|

Licensee shall be subject to a monthly charge of 1.5% on all amounts not paid when due (18% annually) , or, if a lower maximum rate is established by law, then such lower maximum rate.



PowerSchool Holdings, Inc.
150 Parkshore Drive
Folsom, CA 95630
www.powerschool.com

RE: PowerSchool Sole Source Affirmation

To Whom It May Concern:

The purpose of this letter is to inform you that PowerSchool Holdings, Inc., its subsidiaries PowerSchool Group LLC, PowerSchool Canada ULC and PowerSchool India Private Limited, and its and their affiliate companies (collectively, "**PowerSchool**") are the sole source from which your school, school district, other educational institution, business or governmental entities may license the PowerSchool software that is available in your market and purchase accompanying support, including fixes and enhancements. PowerSchool is the sole provider to offer native integrations amongst its product family. Moreover, PowerSchool is the only company that can provide single-sign-on within the PowerSchool products without using a third-party product.

- PowerSchool Student Information Cloud, which includes PowerSchool SIS, eSchoolPlus SIS, Enrollment; Enrollment Express, Document Management, Ecollect Forms, Permission Click, and Special Programs.
- PowerSchool Personalized Learning Cloud, which includes Performance Matters, Schoology Learning, Curriculum & Instruction, and ContentNav.
- PowerSchool Student Success Cloud, which includes MTSS, Attendance Intervention, and Behavior Support;
- PowerSchool Career, College, and Life Readiness Cloud, which includes Naviance CCLR; and Naviance for Elementary, Connected Intelligence P20W, and Headed2.
- PowerSchool Educator Effectiveness Cloud, which includes Perform, Professional Learning, and Premium Content Library.
- PowerSchool HR & ERP Cloud includes finance and human resources management tools, such as PowerSchool ERP, Business Plus, Atrieve, Allovue product suite, HRMS, SchoolSpring Job Board, Applicant Tracking, Candidate Assessment, Employee Records, and SmartFind Express.
- PowerSchool Analytics and Insights, which includes the following individual solution offerings: Student Analytics, Risk Analysis, Predictive Enrollment Analytics, Community Engagement, and Student Readiness Analytics.
- PowerSchool Connected Intelligence K-12.
- Engagement Layer, which includes My PowerSchool (My PowerSchool Base, PowerSchool Messaging, SchoolMessenger Communicate) as well as SchoolMessenger Communicate, Chat, Presence, and Safe Arrival.

- PowerSchool also offers, under the PeopleAdmin brand, the following solutions: PeopleAdmin Applicant Tracking System, PeopleAdmin Position Management, PeopleAdmin Employee Records, PeopleAdmin Performance Management, PeopleAdmin Faculty Information System, PeopleAdmin Professional Learning, PACx, and all other software as part of PowerSchool's future product line.

Additionally, any services provided using the PowerSchool software including, without limitation, hosting and implementation services for PowerSchool products are only available through PowerSchool, unless PowerSchool provides explicit approval or authorization for an outside party to provide services on PowerSchool's behalf.

Sincerely,

A handwritten signature in black ink that reads "Eric Shander". The signature is written in a cursive style with a large initial "E".

Eric Shander
Chief Financial Officer
PowerSchool Holdings, Inc.

As an athletic trainer working at David Crockett High School, I see firsthand the impact that injuries can have on our student-athletes. With a ratio of one athletic trainer to 350 plus student-athletes, it's challenging to provide the level of care and attention each student deserves. Partnering with Highland Sports Medicine would significantly enhance the support system available to our athletes.

This collaboration would not only provide access to specialized physical therapy for rehabilitation but would also allow sports medicine physicians to see our athletes directly in the athletic training room on an as needed basis. Having these highly qualified professionals come to us would be an incredible time-saver for both parents and students, minimizing the need for off-campus appointments which will also reduce lost instruction time in the classroom. Most importantly, it ensures that our student-athletes are receiving the most comprehensive and convenient care possible, helping them recover safely and efficiently to return to their sport in optimal condition.

Respectfully,

Bryon Grant

BucSports Partnership with Washington County Schools

Purpose/Objective

The primary objective of this partnership is to provide on-site, evidence-based physical therapy services to athletes at David Crockett and Daniel Boone High Schools, with the flexibility to expand services to middle schools as necessary. The program will also support and supplement the athletic trainer (ATC) when required, ensuring comprehensive care for student-athletes.

Strategy

BucSports will deploy a Sports Certified Specialist Physical Therapist (or a sports specialist in training) to be present at the high schools during hours determined by the needs of the program and in collaboration with the Athletic Trainer Coordinator (ATC). The physical therapist will provide on-site care for injured athletes and will be present at athletic events when necessary, particularly when multiple events are taking place simultaneously.

The program will commence in the fall with an initial commitment of six (6) hours per week, consisting of two (2) 3-hour sessions after school. The schedule and hours will be adjusted as necessary to meet the growing demands of the program.

Financial and Billing Procedures

BucSports will bill the athlete's or parent's insurance provider based on the patient's age, following a referral from the ATC. This billing process will be identical to what would occur if the athlete sought care at a traditional physical therapy clinic. No billing or evaluation will take place without prior communication and consent from the athlete and their parent or guardian.

Additionally, the secondary insurance provided by the high school will be billed to minimize out-of-pocket costs for student-athletes.

Documentation and Compliance

A Memorandum of Understanding (MOU) between BucSports and Washington County Schools is currently under review by the legal team at East Tennessee State University (ETSU) to ensure compliance with legal standards and formalize the partnership.

BucSports will also provide a parental consent-to-treat form, which will be included in the student-athlete's pre-season paperwork to meet legal and ethical standards of care. Prior to the initiation of any treatment, the physical therapist and/or ATC will contact the parent or guardian of the injured athlete to discuss the proposed care plan and obtain verbal consent in accordance with ethical best practices.

Disclaimers

Participation in the BucSports program is entirely voluntary. Athletes and their families have the right to seek care from any healthcare provider of their choosing. While BucSports will maintain an exclusive presence within the school system to avoid conflicts with other clinics, students are not required to use BucSports for their physical therapy needs.

Benefits for the School

1. On-Site Physical Therapy Services:

On-site physical therapy will be available, ensuring prompt access to care by board-certified specialists. This will expedite recovery, enabling athletes to return to their respective sports at peak performance levels and minimize the risk of injury.

2. Supplemental Sports Coverage:

BucSports will provide additional sports coverage to alleviate the workload on the Athletic Trainer (ATC), particularly during situations where multiple athletic events occur simultaneously. This will ensure that athletes continue to receive proper care, even in busy or overlapping event schedules.

3. Educational Benefits:

The partnership with BucSports allows for the integration of expert specialists in the fields of sports medicine and physical therapy during injury rehabilitation. This collaboration with the ATC will form a comprehensive medical team dedicated to student-athletes' health. Furthermore, the development of residency programs within the partnership will expand coverage and care options as demand grows. The introduction of athletic training and sports physical therapy residency programs will further strengthen the school's medical team and enhance service delivery.

Benefits for BucSports

1. **Expanded Reach and Diverse Clientele:**

BucSports will extend its presence into the local school system, broadening its service footprint and accessing a diverse population for rehabilitation services.

2. **Reimbursement Opportunities:**

BucSports will be eligible to receive reimbursements from the insurance policies of student-athletes' parents/guardians, as well as from the school's secondary insurance coverage. This will help offset the costs associated with the provision of treatment and operational services.

3. **Marketing and Brand Visibility:**

BucSports will gain significant marketing exposure through its presence within the school system and at sporting events, strengthening brand recognition and community engagement.

Requirements from the School

1. **Space Allocation:**

The school will provide designated space within the training room to accommodate the physical therapy services in collaboration with the ATC.

2. **Formal Agreement:**

A Memorandum of Understanding (MOU) will be established to formalize the partnership, outlining expectations, responsibilities, and terms of the collaboration.

3. ATC/school will be responsible for providing the plan of care forms created by BucSports to the student athletes with their pre-season paperwork.

Requirements from BucSports

1. **Evidence-Based Care:**

BucSports will provide care that adheres to evidence-based practices, ensuring compliance with the legal and ethical standards set by the state and the governing physical therapy boards.

2. **Liability Insurance Coverage:**

BucSports will maintain appropriate liability insurance for its providers at the facility, ensuring no financial burden is placed on the school system.

3. **Consistent Communication and Coordination:**

BucSports will maintain clear and regular communication with student-athletes, their parents/guardians (in compliance with HIPAA regulations), and the ATC to ensure optimal care delivery.

4. **Supplemental Sports Coverage:**

BucSports will provide supplemental sports coverage as needed, ensuring that all services comply with Tennessee state law and the state practice act.

Partnership Duration

The partnership will have an initial term of one year, as stipulated in the MOU. The agreement will automatically be renewed unless either party raises concerns or disputes prior to the renewal date.

For any inquiries or concerns, please contact:

Michael Cavanah, PT, DPT, SCS

Board-Certified Sports Clinical Specialist

Physical Therapist, ETSU Health

Phone: (404) 909-3407

Email: cavanah@etsu.edu

I just wanted to send you a quick message regarding a partnership with Highland Sports medicine physical therapy. I believe this will be a great benefit to our student athletes and their families.

They have proposed sending a physical therapist to the athletic training room at each high school to offer physical therapy services to any of our student athletes that require physical therapy. I believe this is a great benefit to our athletic community for several different reasons.

1. Accessibility: being able to receive services in a convenient location so student athletes wouldn't need to miss class.
2. Increased quality of care: The PT's have a strong background in treating athletes at the collegiate level. With the amount of athletic events we host, I am often unable to offer our student athletes the one-on-one time needed to administer the in-depth rehabilitation necessary for their return to sport.
3. Communication: Being able to communicate with the PT's on a regular basis will be better for everyone involved, including the student athlete, their parents, coaches, myself and the athletic administration. With increased communication with them, it will lead to a greater continuity of care and expedited recovery because I will be able to oversee their rehab plans on days that the PT's are not on campus (continuation of #2). It has been my experience that when one of our student athletes is attending formal PT, there is a disconnect in communication between the therapist, the student athlete and myself.

Ultimately, I believe that this partnership would greatly benefit our student athletes and our community through greater accessibility to physical therapy services. This is an opportunity to provide something to our student athletes that is usually only seen at the collegiate level or beyond.

Thanks for giving me the opportunity to share my thoughts on this subject.

Craig Moorhouse, AT
Daniel Boone High School

**MEMORANDUM OF UNDERSTANDING
BETWEEN
EAST TENNESSEE STATE UNIVERSITY
AND WASHINGTON COUNTY SCHOOLS**

This Memorandum of Understanding (MOU) is made and entered into this DATE, by and between East Tennessee State University, on behalf of its College of Health Sciences (hereinafter referred to as “CHS”), and Washington County Schools (hereinafter referred to as “Washington County Schools”). CHS and Washington County Schools may be referred to individually as a “Party” or collectively as the Parties” to this agreement.

WHEREAS, CHS possesses the necessary expertise and resources to offer physical therapy services; and

WHEREAS, Washington County Schools is in need of physical therapy services for its student athletes; and

WHEREAS, it is to the mutual benefit of the Parties to enter into a collaborative agreement where CHS will provide clinical physical therapy services to Washington County Schools athletes, as medically necessary;

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the Parties agree as follows:

- I. **Purpose and Scope:** To provide necessary physical therapy services to Washington County Schools and provide clinical experience for students enrolled in health science related programs at ETSU. The services shall be rendered to Washington County Schools athletes, based on the licensed provider’s determination of need.
 - a. Consideration for the MOU shall consist of the mutual promises contained herein, except where otherwise specified, monetary compensation shall neither be expected nor received by either party.
 - b. Location of Services:

The services rendered shall be provided at Washington County Schools, in the following facilities:
David Crockett High School, 684 Old State Rte 34, Jonesborough, TN 37659
Daniel Boone High School, 1440 Suncrest Dr, Gray, TN 37615

Washington County Schools shall provide a safe and appropriate location for ETSU to render services to the patients. This includes a private space and equipment to provide treatment sessions.ETSU requires written evidence of insurance coverage from Washington County Schools. The minimum amount of coverage shall be adequate given the nature of the services rendered under this MOU. The coverage shall extend through the term of this MOU. Washington County Schools must

immediately notify ETSU should such coverage change or terminate.

II. Terms and Conditions:

- a. Term: The term of this MOU shall be one (1) year commencing on the date of the last signature of this MOU.
 - a. This agreement will automatically renew for up to four (4) additional one-year periods for a maximum of five (5) years.
- b. Either party may terminate this MOU upon giving thirty-day (30) written notice to the other party. Such termination shall have no effect on students currently participating in clinical experience at Washington County Schools.

III. ETSU Responsibilities:

- a. ETSU will provide physical therapy and sports medicine services to Washington County School's student athletes.
- b. ETSU will make appropriate referrals for needed services that fall outside the scope of this MOU.
- c. ETSU student clinicians will be supervised by a provider licensed in Tennessee.
- d. ETSU will document services provided in the format requested by Washington County Schools. Records created by ETSU will be the property of Washington County Schools.

IV. Washington County Schools Responsibilities:

- a. Washington County Schools will provide a safe and appropriate location for ETSU to render services to the patients
- b. Washington County Schools is responsible for obtaining all necessary consents and paperwork from student athletes.
- c. Washington County Schools is responsible for maintaining all medical records related to physical therapy services.

V. Mutual Responsibilities: The parties shall cooperate to fulfill the following mutual responsibilities:

- a. CHS Provider, and student clinician if applicable, will be subject to applicable policies of ETSU and Washington County Schools. Each party will be responsible for notifying the other of applicable policies and enforcing the same.
- b. Each party shall comply with all federal, state and municipal laws, advice, rules and regulations which are applicable to the performance of this Agreement, which shall include but not be limited to:
 - i. Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.
 - ii. The Family Educational Rights and Privacy Act (FERPA). The Parties shall protect the confidentiality of the student's records and shall not release any

information without written consent from the student unless required to do so by law. The confidentiality of the decedent records shall be always maintained.

- c. The confidentiality of patient records and student records shall always be maintained

VI. **Miscellaneous Terms:** The following terms shall apply in the interpretation and performance of this MOU:

- a. Neither party shall be responsible for personal injury or property damage or loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible.
- b. The State of Tennessee is self-insured and does not carry or maintain commercial general liability insurance or medical, professional or hospital liability insurance. Any and all claims against the State of Tennessee, including the Institution or its employees, shall be heard and determined by the Tennessee Claims Commission in the manner prescribed by law. Damages recoverable against the Institution shall be expressly limited to claims paid by the Claims Commission pursuant to T.C.A. Section 9-8-301 et seq
- c. The delay or failure of performance by either party shall not constitute default under the terms of this MOU, nor shall it give rise to any claims against either party for damages. The sole remedy for breach of this MOU shall be immediate termination.
- d. This MOU shall in no way be interpreted as creating an agency or employment relationship between the Parties
- e. This MOU is subject to the allocation of state funds and the availability of ETSU Clinical providers.
- f. This MOU shall be governed by the laws of the State of Tennessee.
- g. This MOU may be modified only by a written amendment, which has been executed and approved by the appropriate parties as indicated on the signature page of this contract.

In witness hereof, the Parties, through their authorized representatives, have affixed their signatures below.

WASHINGTON COUNTY SCHOOLS

**EAST TENNESSEE STATE
UNIVERSITY**

Printed Name

Printed Name

Signature

Signature

Title

Title

Date

Date



WASHINGTON COUNTY SCHOOLS

INSPIRE ★ STRIVE ★ THRIVE

Mr. Jerry S. Boyd
Superintendent

405 W. College St.
Jonesborough, TN 37659
Phone (423) 753-1100

Annual Vehicle Authorization Report 2025-2026 School Year

| <u>Vehicle Number</u> | <u>Employee Name</u> | <u>Employee Assignment</u> | <u>Need for 24 hour access</u> | <u>One-way mileage home</u> |
|--|----------------------|---------------------------------------|-------------------------------------|-----------------------------|
| <u>Truck #116 2024 Silverado 1500</u> | Tony Roberts | Transportation Director | Breakdowns or accidents | 15 miles one-way |
| <u>Truck #117 2024 Silverado 1500</u> | Lynn Archer | Support Supervisor for Transportation | Breakdowns or to drive bus | 3 miles one-way |
| <u>Truck #1 2008 Dodge Ram</u> | Jamie Brooks | Bus Mechanic | Breakdowns or to drive bus | 20 miles one-way |
| <u>Truck #42 2021 Chevy Silverado</u> | James Brewer | Bus Mechanic | Breakdowns or to drive bus | 14 miles one-way |
| <u>Truck #24 2020 Chevy Silverado</u> | Adam Tipton | Bus Mechanic | Breakdowns or to drive bus | 16 miles one-way |
| <u>Truck #9 2021 Chevy Silverado</u> | Lee Archer | Bus Mechanic | Breakdowns or to drive bus | 4 miles one-way |
| <u>Truck #2 2006 Dodge Ram</u> | Sammy Miller | Bus Mechanic | Breakdowns or to drive bus | 20 miles one-way |
| <u>Truck #26 2020 Silverado 1500</u> | Jeremy Moore | Maintenance Supervisor | On call for system-wide emergencies | 14 miles one-way |
| <u>Truck #119 2024 Chevy Silverado</u> | Logan Clark | Grounds/Maintenance | Sporting events (nights/weekends) | 5 miles one-way |

Board of Directors

Annette Buchanan
Mary Beth Dellinger
Keith Ervin

Chad Fleenor
David Hammond
Gregg Huddlestone

Mike Masters
Whitney Riddle
Vince Walters



WASHINGTON COUNTY SCHOOLS

INSPIRE ★ STRIVE ★ THRIVE

Mr. Jerry S. Boyd
Superintendent

405 W. College St.
Jonesborough, TN 37659
Phone (423) 753-1100

| | | | | |
|---|----------------|------------------------|--|------------------|
| <u>Van #105 2023</u> <u>Ford Van</u> | Bradley Dingus | Technology | Alarm/Security Checks System-wide | 27 miles one-way |
| <u>Van #65 2008</u> <u>Ford Truck</u> | Jeff Carver | Food Service | Freezer/Security Checks System-wide | 20 Miles one-way |
| <u>Truck #3 2006</u> <u>Chevy 1500</u> | Dale Scott | DCHS Security Guard | Grounds work and security | Lives on Campus |

Board of Directors

Annette Buchanan
Mary Beth Dellinger
Keith Ervin

Chad Fleenor
David Hammond
Gregg Huddlestone

Mike Masters
Whitney Riddle
Vince Walters

PURCHASING DEPARTMENT
WASHINGTON COUNTY BOARD OF EDUCATION

Purchase Order **No 5353**

Date Issued **7/1/25**

Appropriation No. **Maintenance**

Dept. **72620-499**

School

PURCHASE ORDER

TO **McCall**

Deliver to **Washington County Schools**
 Address **405 W. College St**
 Via **Jonesborough, TN 37659**

NOTICE TO VENDOR

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Washington County Board of Education
 405 West College Street
 Jonesborough, TN 37659
 Telephone (423) 753-1105

Articles on this order must be charged to account of

| ARTICLES OR SERVICES | CODE | QUANTITY & UNIT | UNIT PRICE | TOTAL |
|---|------|-----------------|------------|-----------------|
| (Unless otherwise stated all prices F.O.B. Destination) | | | | |
| New Gate & Labor & Material for Bus Garage | | | | \$13,864 |
| GRAND TOTAL - INCLUDING ALL ATTACHED PAGES | | | | \$13,864 |

SUBJECT TO THE FOLLOWING CONDITIONS

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IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER

VENDOR'S COPY

There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.

Authorized Signature

APPROVED:

Purchasing Agent

Larry P. McCall – President/CEO
 Bill Hightower- Operations Officer
 Dennis Day-Vice President/PM
 Eric McCall-Project Manager
 Jake Houdeshell-Project Manager



6248 Kingsport Hwy
 Gray, TN 37615
 Phone: (423) 477-4882
 Fax: (423) 477-3964
 Cell: (423) 202-2742

VA Contractors Lic. 2705-112238A

TN Contractors Lic. 50982 BC-30

Duns #:134220685



The quality you expect... The service you deserve!

PROPOSAL

| | | | | |
|--|--|---------------------------|---|-------------------------|
| TO: WASHINGTON COUNTY DEPT. OF EDUCATION | | | DATE: 5/14/2025 | OFFICE USE ONLY: |
| ADDRESS: 405 W COLLEGE ST | | | PROJECT NAME: MAINTENANCE GARAGE GATE | |
| CITY: JONESBOROUGH | STATE: TN | ZIP CODE: 37659 | PROJECT LOCATION: 306 FOREST DR JONESBOROUGH TN 37659 | |
| PHONE: 423-341-5009 C | EMAIL: MOOREJA@WCDE.ORG BISHOPSI@WCDE.ORG | | ARCHITECT/ENGINEER: | |
| ATTENTION: JEREMY MOORE | | | DATE OF PLANS: | BY: |

NEW GATE:

LABOR AND MATERIAL TO INSTALL (1) 22' SLIDE CANTILEVER GATE IN PLACE OF EXISTING DOUBLE SWING GATE. ALL MATERIAL IS GALVANIZED, SS40 PIPE FOR THE GATE FRAME AND POST. NEW ROLLERS, POST AND FENCE HARDWARE.

PRICE=\$5,420.00

OR

USE CUSTOMERS GATE:

LABOR AND MATERIAL TO INSTALL NEW POST AND ROLLERS AND THE CUSTOMERS OLD CANTILEVER GATE, AFTER SOME REPAIRS ON DIAGONAL BRACING AND ADDING WIRE TO THE COUNTERBALANCE AND ADDING THE BARBED WIRE.

PRICE=\$4,705.00

OPERATOR OPTION:

LABOR AND MATERIAL TO INSTALL A LIFT MASTER GATE OPENER FOR ONE OF THE ABOVE GATES. USING A HDLSL24UL 1.5HP 24VDC UNIT. HAVING A SAFETY PHOTO EYE AND SAFETY EDGE ALONG WITH SAFETY AND FREE EXIT LOOPS AND A FREE EXIT PHOBE INSTALLED APPROX. 40FT UP THE DRIVEWAY. ALSO INCLUDES A SOS OPERATED SENSOR AND A KNOX FIRE DEPT. KEY SWITCH BOX. INSTALL A DUAL HEIGHT GOOSENECK STAND FOR CUSTOMERS' ACCESS CONTROLS.

PRICE=\$8,444.00

PRICING IS VALID UNTIL 6/14/2025

PROJECTS ARE ESTIMATED TO BEGIN APPROXIMATELY 3 WEEKS FROM EXECUTED CONTRACT DATE

NOTE: PROPOSED PRICING DOES NOT INCLUDE ANY OF THE ITEMS BELOW UNLESS SPECIFICALLY NOTED; CLEARING OF FENCE LINE, DEMO/HAUL OFF OF EXISTING FENCING, DELEGATED DESIGN, ENGINEERING, STAKING, SURVEYING, EXCAVATION OF ROCK/PAVEMENT/CONCRETE, DEWATERING, GROUNDING OF FENCE, PREVAILING WAGE RATES, UNION FEES, PERMITS, OR BONDING.

Accepted By: _____

[Signature] Date: 7/1/25

All material is guaranteed to be as specified, and the above work performed in accordance with the drawings and specifications submitted for the above work.

McCall Commercial Fencing, Inc. will not, under any circumstance, accept responsibility in relation to delegated design clauses and/or engineering activities without explicit consent.

The Owner agrees to pay, without a written change order, an additional one-time charge of One Hundred Seventy-Five Dollars (\$175) equipment fee and charges of Twenty-Five Dollars (\$25.00) per post hole where rock is encountered and removed plus the reasonable charge for rock breaking or drilling equipment if the same is used to remove or excavate in rock. Contractor agrees to provide the Owner with evidence of the excavation of rock to substantiate any claim of the excavation of rock. This evidence may be but is not limited to the excavated rock, photographs of the excavation or receipt for equipment to affect the excavation.

No allowance has been made for the establishment of the lines on which, or adjacent to which the fence is to be constructed. All surveying shall be the responsibility of the Prime Contractor or Owner

Unless otherwise noted, no allowance has been made for bonding or a pro-rata share of the bonding. Upon request, McCall Commercial Fencing, Inc. shall present to the awarding contractor and owner, as needed, documentation demonstrating in force insurance meeting the requirements of this project and shall keep such insurance in force for the duration of the work.

The awarding party assumes responsibility for the procurement of all needed permits. McCall Commercial Fencing shall, prior to beginning work, obtain all applicable local licenses.

Submitted By:

Accepted By:

McCall Commercial Fencing

Organization

Organization

Eric K McCall

Signature

Signature

Eric K McCall, Project Manager, 5/14/2025

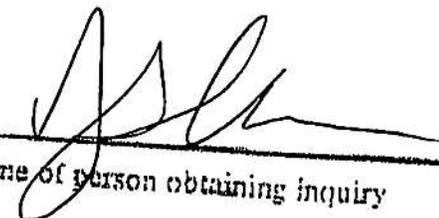
Print Name/Position/Date

Print Name/Position/Date

Attachment to this proposal is listed as follows:

PRICE INQUIRY FORM
Washington County Schools

| Vendor | Description of item for price comparison | Price Quoted |
|--|--|--|
| Firm <u>McLean Feary</u> Address <u>6248 Kingsport Hwy</u> <u>Corby TN 37615</u> Person Contacted <u>Eric</u> Date <u>5/14/05</u> | <u>Install Gate + operator</u> <u>at Warehouse.</u> | <u>Gate</u> <u>5,420.00</u> <u>operator</u> <u>8,444.00</u> <hr/> <u>13,864.00</u> |
| Firm <u>Tri Cities Feary</u> Address <u>5015 Memorial Blvd</u> <u>Kingsport TN 37662</u> Person Contacted Date <u>5/14/05</u> | <u>11</u> | <u>Contacted</u> <u>NO</u> <u>price</u> <u>given</u> |
| Firm <u>Rio Grande</u> Address <u>PO Box 1923</u> <u>Kingsport TN 37662</u> Person Contacted Date <u>5/14</u> | <u>11</u> | <u>Contacted</u> <u>NO</u> <u>price</u> <u>given</u> |



 Name of person obtaining inquiry

PURCHASING DEPARTMENT
WASHINGTON COUNTY BOARD OF EDUCATION

PURCHASE ORDER

Purchase Order **No 4933**
 Date Issued ~~3/21/25~~ **3/21/25**
 Appropriation No. **71200-499**
 Dept. **Student Support**
 School **CO**

TO **Numotion**

Deliver to
 Address
 Via

NOTICE TO VENDOR

1. Purchase order **MUST** bear two signatures in order to be valid.
2. Purchase order number **MUST** appear on all invoices submitted for payment.
3. Mail **TWO** copies of your invoice promptly to:

Washington County Board of Education
 405 West College Street
 Jonesborough, TN 37659
 Telephone (423) 753-1105

Articles on this order must be charged to account of

| ARTICLES OR SERVICES | CODE | QUANTITY & UNIT | UNIT PRICE | TOTAL |
|---|------|-----------------|------------|------------------|
| (Unless otherwise stated all prices F.O.B. Destination) | | | | |
| E 1399 Deluxe Black TAX | | 1 | | 3,591.44 |
| E 1399 Deluxe Black TAX | | | | 341.19 |
| Rifton Chair | | | | 2,232.37 |
| Shipping | | | | 212.08 |
| *Old invoice just how received | | | | 5,615.00 |
| GRAND TOTAL - INCLUDING ALL ATTACHED PAGES | | | | 11,992.10 |

SUBJECT TO THE FOLLOWING CONDITIONS

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
4. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
5. The county is not liable for Federal excise tax or state sales tax.
6. Each shipment and/or each purchase order should be covered by separate invoice.

IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER

VENDOR'S COPY

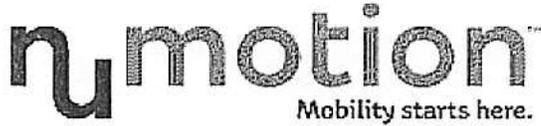
There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.

Authorized Signature

APPROVED:

Purchasing Agent

INVOICE



Remit To United Seating & Mobility LLC
 PO Box 88225
 MILWAUKEE, WI 53288-8225
 (888) 221-8781

Federal Tax Id: 431922598

Invoice Date 08/06/24 **Invoice No.** 54930107

Washington County Schools - TN
 405 W. College St
 JONESBOROUGH, TN 37659

Patient Information:
 TN Washington County Schools
 405 W COLLEGE ST
 JONESBOROUGH, TN 37659
 (423) 737-4358

ID No.

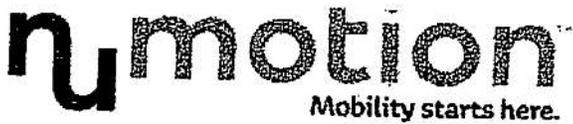
PLEASE DETACH TOP PORTION AND RETURN WITH YOUR REMITTANCE

| Service Date | Item Number | Description | Units | Unit Price | Total Amount |
|--------------|--------------|------------------------------------|---------|------------|--------------|
| 08/02/24 | SAM081501386 | E1399 Deluxe Black | 1.00 EA | 2,232.37 | 2,232.37 |
| 08/02/24 | SAMshipping | A9900 Shipping - Patterson Medical | 1.00 EA | 0.01 | 0.01 |
| 08/02/24 | | S9999 STAX | 1.00 | 212.08 | 212.08 |



12352472\$\$011\$NO\$\$

Total Due This Invoice 2,444.46



DELIVERY RECEIPT

12352472 D

411 W Oakland Ave
 Johnson City, TN 376041652
 (423) 268-2500 Fax (423) 268-2505
 NPI 1588134720

Client: Tn Washington County Schools
 Account#: 1677268
 Salesperson: Shawn.Cummings Cummings, Shawn

BIB To: Insurance ID:

Deliver To:
 Tn Washington County Schools
 405 W College St
 Jonesborough, TN 37659
 (423) 737-4358

Customer:
 TN Washington County Schools
 405 W COLLEGE ST
 JONESBOROUGH, TN 37659
 (423) 737-4358

| Vendor | Description | MFG Part# | Code | Mod | UOM | Qty | Expected | Charge |
|---------------------------------|------------------------------|-----------|-------|-----|-----|-----|------------|------------|
| 1 Performance Health Supply Inc | Deluxe Black | 081501388 | E1399 | | Ea | 1 | \$2,349.99 | \$5,522.48 |
| 2 Performance Health Supply Inc | Shipping - Patterson Medical | 9DELV | A9900 | | Ea | 1 | \$0.00 | \$0.00 |

UCM = Unit of Measure. Common modifiers (MOD): NU = New, RR = Rental, UE = Used Purchase

| Serial # | Make | Model | Asset # | Subtotal | \$2,349.99 | \$5,522.48 |
|-------------|------|-------|---------|----------|------------|------------|
| [Empty Box] | | | | Tax | | \$223.25 |
| | | | | Total | | \$5,745.73 |

Payment Type: Money Order Check

Payor: _____
 Amount: _____
 Check #: _____

Signature: Kathy Loyd
 Patient or authorized signature
 Relation to Client: Related Services Specialist
 Print Name: Kathy Loyd Date: 8-2-24

Please notify of any shortages or discrepancies within five (5) days of receipt of goods or no credit will be allowed. Merchandise contained in this shipment has been carefully counted and checked. Please call or write referring to your account number in the event of any discrepancies.

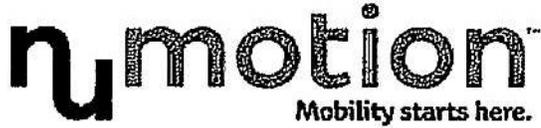
Assignment of Benefits / Release of Information
 I request that the payment of authorized Medicare, Medicaid or other private / public insurance benefits be paid directly to the above named company for any services / equipment furnished to me by this supplier. I authorize any holder of medical information, including health facility, nursing agency, physician or hospital, about me to release to the Center of Medicare and Medicaid Services and its agents or any other insurance payor, any information needed to process this claim, determine these benefits or the benefits payable to related services. I understand that payments may be directly sent to me and I am obligated to endorse and directly send such payments to Numotion - Johnson City
 Yes No For the purposes of quality control and customer satisfaction monitoring, an affiliate of Numotion - Johnson City, i.e. Numotion, may contact you for customer satisfaction follow-up related to the items you have received and inform you of any other services that may benefit you.

I acknowledge receipt of the equipment listed on this order. My signature above means that I have been informed/received a copy of the privacy notice and this delivery ticket.

Delivered By: [Signature] Date: 8-2-24 Time: _____



INVOICE



Remit To United Seating & Mobility LLC
 PO Box 88225
 MILWAUKEE, WI 53288-8225
 (888) 221-8781

Federal Tax Id: 431922598

Invoice Date 08/02/24 **Invoice No.** 54920435

Washington County Schools - TN
 405 W. College St
 JONESBOROUGH, TN 37659

Patient Information:
 TN Washington County Schools
 405 W COLLEGE ST
 JONESBOROUGH, TN 37659
 (423) 737-4358

ID No.

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR REMITTANCE

| PO NO: | Charge NO: | 12307403 | Terms: | Payable upon Receipt | | |
|--------------|--------------|------------------------------------|---------|----------------------|--------------|--|
| Service Date | Item Number | Description | Units | Unit Price | Total Amount | |
| 07/24/24 | SAM081501386 | E1399 Deluxe Black | 2.00 EA | 2,244.63 | 3,591.44 | |
| 07/24/24 | SAMshipping | A9900 Shipping - Patterson Medical | 1.00 EA | 0.01 | 0.01 | |
| 07/24/24 | | S9999 9TAX | 1.00 | 341.19 | 341.19 | |



12307403\$\$011\$NO\$\$

Total Due This Invoice 3,932.64



**DELIVERY
RECEIPT**

12307403 D

411 W Oakland Ave
Johnson City, TN 376041652
(423) 268-2500 Fax (423) 268-2505
NPI 1588134720

Client: Washington County Schools Tn
Account#: 1677268
Salesperson: Daniel.May May, Daniel

Bill To: Insurance ID:

Deliver To:
Washington County Schools Tn
405 W College St
Jonesborough, TN 37659
(423) 737-4358

Customer:
Washington County Schools TN
405 W COLLEGE ST
JONESBOROUGH, TN 37659
(423) 737-4358

| Vendor | Description | MFG Part# | Code | Mod | UOM | Qty | Expected | Charge |
|---------------------------------|------------------------------|-----------|-------|-----|-----|-----|-----------------------|------------------------|
| 1 Performance Health Supply Inc | Deluxe Black | 081501386 | E1399 | | Ea | 2 | \$3,591.42 | \$40,549.76 |
| 2 Performance Health Supply Inc | Shipping - Patterson Medical | 9DELV | A9900 | | Ea | 1 | \$0.00 | \$0.00 |

UOM = Unit of Measure. Common modifiers (MOD): NU = New, RR = Rental, UE = Used Purchase

| Serial # | Make | Model | Asset # |
|----------|------|-------|---------|
| | | | |

Subtotal ~~\$3,591.42~~ ~~\$10,549.76~~
Tax ~~\$341.18~~
Total ~~\$40,890.94~~

Payment Type

Money Order
 Check

Payor: _____
Amount: _____
Check # _____

Signature: Kathy Loyd
Patient or authorized signature

Relation to Client: _____

Print Name: Kathy Loyd Date: 4/30/24

Please notify of any shortages or discrepancies within five (5) days of receipt of goods or no credit will be allowed. Merchandise contained in this shipment has been carefully counted and checked. Please call or write referring to your account number in the event of any discrepancies.

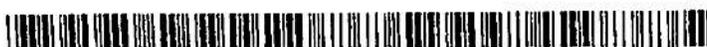
Assignment of Benefits / Release of Information

I request that the payment of authorized Medicare, Medicaid or other private / public insurance benefits be paid directly to the above named company for any services / equipment furnished to me by this supplier. I authorize any holder of medical information, including health facility, nursing agency, physician or hospital, about me to release to the Center of Medicare and Medicaid Services and its agents or any other insurance payor, any information needed to process this claim, determine these benefits or the benefits payable to related services. I understand that payments may be directly sent to me and I am obligated to endorse and directly send such payments to Numotion - Johnson City

Yes No For the purposes of quality control and customer satisfaction monitoring, an affiliate of Numotion - Johnson City, i.e. Numotion, may contact you for customer satisfaction follow-up related to the items you have received and inform you of any other services that may benefit you.

I acknowledge receipt of the equipment listed on this order. My signature above means that I have been informed/received a copy of the privacy notice and this delivery ticket.

Delivered By: D. J. My ATP Date: 4/30/24 Time: 11:30



INVOICE



Remit To United Seating & Mobility LLC
 PO Box 88225
 MILWAUKEE, WI 53288-8225
 (888) 221-8781

Federal Tax Id: 431922598

Invoice Date 01/17/25 **Invoice No.** 55482415

Washington County Schools - TN
 405 W. College St
 JONESBOROUGH, TN 37659

Patient Information:
 TN Washington County Schools
 405 W COLLEGE ST
 JONESBOROUGH, TN 37659
 (423) 737-4358

ID No.

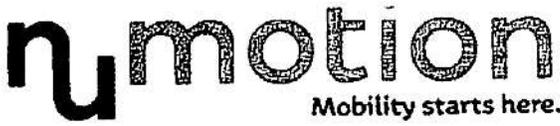
PLEASE DETACH TOP PORTION AND RETURN WITH YOUR REMITTANCE

| Service Date | Item Number | Description | Units | Unit Price | Total Amount |
|--------------|-------------|---|---------|------------|--------------|
| 01/15/25 | RIFR832 | E1399 Seat and Back, incl Seatbelt, Adj w/Back Spring | 1.00 EA | 1,450.00 | 1,450.00 |
| 01/15/25 | RIFR827 | E1399 Small Armrests | 2.00 EA | 132.50 | 265.00 |
| 01/15/25 | RIFR815 | E1399 Small Tan Pads | 2.00 EA | 135.00 | 270.00 |
| 01/15/25 | RIFR881 | E1399 Adjustable Winged HeadRest | 1.00 EA | 290.00 | 290.00 |
| 01/15/25 | RIFR819 | E1399 Pair of Laterals with Small Strap | 2.00 EA | 132.50 | 265.00 |
| 01/15/25 | RIFR667 | E1399 Small Upper Extremity Support | 1.00 EA | 265.00 | 265.00 |
| 01/15/25 | RIFR802 | E1399 Small Chest Strap | 1.00 EA | 95.00 | 95.00 |
| 01/15/25 | RIFR814 | E1399 Small Pair of Hip Guides | 2.00 EA | 112.50 | 225.00 |
| 01/15/25 | RIFR892 | E1399 Pair of Adductors | 2.00 EA | 110.00 | 220.00 |
| 01/15/25 | RIFR833 | E1399 Base without Spring | 1.00 EA | 2,270.00 | 2,270.00 |



12512983\$\$011\$N0\$\$

Total Due This Invoice 5,615.00



DELIVERY RECEIPT

12512983 D

411 W Oakland Ave
 Johnson City, TN 376041652
 (423) 268-2500 Fax (423) 268-2505
 NPI 1588134720

Client: Tn Washington County Schools
 Account#: 1677268
 Salesperson: Shawn Cummings Cummings, Shawn

Bill To:
 Washington County Schools -
 405 W. College St
 Jonesborough, TN 37659
 (423) 737-4358

Insurance ID:

Deliver To:
 Tn Washington County Schools
 405 W College St
 Jonesborough, TN 37659
 (423) 737-4358

Customer:
 TN Washington County Schools
 405 W COLLEGE ST
 JONESBOROUGH, TN 37659
 (423) 737-4358

| Vendor | Description | MFG Part# | Code | Mod | UOM | Qty | Expected | Charge |
|------------------------------|---|-----------|-------|-----|-----|-----|------------|------------|
| 1 Rifton Community Products | Seat And Back, Incl Seatbelt, Adj W/Back Spring | R832 | E1399 | NU | Ea | 1 | \$1,868.50 | \$1,450.00 |
| 2 Rifton Community Products | Small Armrests | R827 | E1399 | NU | Ea | 2 | \$238.50 | \$265.00 |
| 3 Rifton Community Products | Small Tan Pads | R815 | E1399 | NU | Ea | 2 | \$242.00 | \$270.00 |
| 4 Rifton Community Products | Adjustable Winged Headrest | R881 | E1399 | NU | Ea | 1 | \$261.00 | \$290.00 |
| 5 Rifton Community Products | Pair Of Laterals With Small Strap | R819 | E1399 | NU | Ea | 2 | \$238.50 | \$265.00 |
| 6 Rifton Community Products | Small Upper Extremity Support | R667 | E1399 | NU | Ea | 1 | \$238.00 | \$265.00 |
| 7 Rifton Community Products | Small Chest Strap | R802 | E1399 | NU | Ea | 1 | \$85.00 | \$95.00 |
| 8 Rifton Community Products | Small Pair Of Hip Guides | R814 | E1399 | NU | Ea | 2 | \$202.50 | \$225.00 |
| 9 Rifton Community Products | Pair Of Adductors | R892 | E1399 | NU | Ea | 2 | \$198.00 | \$220.00 |
| 10 Rifton Community Products | Base Without Spring | R833 | E1399 | NU | Ea | 1 | \$2,043.00 | \$2,270.00 |

UOM = Unit of Measure. Common modifiers (MOD): NU = New, RR = Rental, UE = Used Purchase

Subtotal \$5,615.00 \$5,615.00

| Serial # | Make | Model | Asset # |
|----------------|------|-------|---------|
| R83020240918AR | | | |
| R83020240918AR | | | |

Tax \$0.00
 Total \$5,615.00

Payment Type: Money Order Check

Payor: _____
 Amount: _____
 Check #: _____

Signature: *Kathy Loyd*
 Patient or authorized signature
 Relation to Client: *Related Services Specialist*
 Print Name: *Kathy Loyd* Date: *1-15-25*

Please notify of any shortages or discrepancies within five (5) days of receipt of goods or no credit will be allowed. Merchandise contained in this shipment has been carefully counted and checked. Please call or write referring to your account number in the event of any discrepancies.

Assignment of Benefits / Release of Information

I request that the payment of authorized Medicare, Medicaid or other private / public insurance benefits be paid directly to the above named company for any services / equipment furnished to me by this supplier. I authorize any holder of medical information, including health facility, nursing agency, physician or hospital, about me to release to the Center of Medicare and Medicaid Services and its agents or any other insurance payor, any information needed to process this claim, determine these benefits or the benefits payable to related services. I understand that payments may be directly sent to me and I am obligated to endorse and directly send such payments to Numotion - Johnson City

Yes No For the purposes of quality control and customer satisfaction monitoring, an affiliate of Numotion - Johnson City, i.e. Numotion, may contact you for customer satisfaction follow-up related to the items you have received and inform you of any other services that may benefit you.

I acknowledge receipt of the equipment listed on this order. My signature above means that I have been informed/received a copy of the privacy notice and this delivery ticket.

Delivered By: *[Signature]* Date: *1-15-25* Time: _____



PURCHASING DEPARTMENT
WASHINGTON COUNTY BOARD OF EDUCATION

Purchase Order **№ 5375**
 Date Issued **7/1/2025**
 Appropriation No. **See Below)**
 Dept. **Academics**
 School **David Crockett HS**

PURCHASE ORDER

TO **NIET**

NOTICE TO VENDOR

1. Purchase order **MUST** bear two signatures in order to be valid.
2. Purchase order number **MUST** appear on all invoices submitted for payment.
3. Mail **TWO** copies of your invoice promptly to:

Deliver to **Washington Co. Schools/David Crockett HS**
 Address **405 West College St.**
 Via **Jonesborough, TN 37659**

Washington County Board of Education
 405 West College Street
 Jonesborough, TN 37659
 Telephone (423) 753-1105

Articles on this order must be charged to account of

| ARTICLES OR SERVICES | CODE | QUANTITY & UNIT | UNIT PRICE | TOTAL |
|--|------|------------------|------------|-------------------------------|
| (Unless otherwise stated all prices F.O.B. Destination) 5426 - Onsite/Virtual Coaching and Support see quote/contract attached (School Allocation Funds Improvement) (141E-71100-599-000-0016 (141E-72210-524 CJK 7/25 | | 12,500 26,000 | | \$38,500 38,500 |
| GRAND TOTAL - INCLUDING ALL ATTACHED PAGES | | | Total | 38,500 |

SUBJECT TO THE FOLLOWING CONDITIONS

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
4. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
5. The county is not liable for Federal excise tax or state sales tax.
6. Each shipment and/or each purchase order should be covered by separate invoice.

IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER

VENDOR'S COPY

There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.

Authorized Signature

APPROVED:

Purchasing Agent



NATIONAL INSTITUTE FOR
EXCELLENCE IN TEACHING

NIET Estimated Costs for Outlined Services

| Proposed Training/Support | Days | Cost |
|-------------------------------------|------|---------------------|
| 2025-26 | | |
| Onsite/Virtual Coaching and Support | 14 | \$ 38,500.00 |
| Total | | \$ 38,500.00 |

Please note: NIET issues invoices on a monthly basis for support outlined in this Proposal. NIET invoices in half and full day increments based on direct hours of support. For 3 or fewer hours, a half-day will be invoiced. For more than 3 hours, a full-day will be invoiced. This Proposal of Services is valid for 60 days from the date hereof, and becomes binding if signed and delivered by both parties during that period.

**National Institute for Excellence in Teaching Proposal of Services
For
Washington County School District
March 19, 2025**

March 19, 2025

Ashley Davis
Washington County School District
405 West College Street
Jonesborough, TN 37659

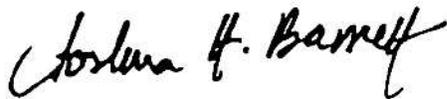
Dear Ashley,

We are pleased to present Washington County School District with this Proposal of Services from the National Institute for Excellence in Teaching. Please find included in the following pages an outline of proposed services for training and support during the 2025-26 school year.

Washington County School District - David Crockett High School has requested NIET support services for the 2025-26 school year. Support to include fourteen (14) days of onsite/virtual training and support. The support will continue the focus from the last two previous years around strengthening collective leadership, collaborative learning, instructional excellence, and reflective culture. Total cost is \$38,500.00 inclusive of travel. This agreement is effective immediately and will continue through June 30, 2026; additional details are outlined on appendix A. The parties acknowledge and agree that the General Terms and Conditions along with the additional details outlined in Appendix A are hereby incorporated into this Statement of Work.

Please find attached Appendix A with more details on the specific proposed support plan and costs. We look forward to supporting Washington County School District.

Sincerely,



Joshua H. Barnett, Ph.D. | Chief Executive Officer

National Institute for Excellence in Teaching
<https://www.niet.org/>



NATIONAL INSTITUTE FOR
EXCELLENCE IN TEACHING

Appendix A: NIET Proposal of Services

| Time Period | Training/Support | # of Days | Target Participants | Actions |
|-------------|-------------------------------------|-----------|---------------------|---|
| 2025-26 | Onsite/Virtual Coaching and Support | 14 | | Through onsite or virtual coaching and support, educators work alongside NIET specialists to transfer and apply best practices into unique individual school settings. NIET's strengths-based coaching and support focuses on reflection and the effective implementation of key concepts and strategies learned through NIET trainings (e.g. instructional excellence, effective professional learning, leadership teams, observation and feedback, evaluation, teacher leadership, curriculum alignment). Specific focus areas will be determined in consultation with the district partners. |

2025-26 Differentiated Pay Plan Submission



Tennessee State Board Education Policy 5.600 Strategic Compensation provides greater clarity on the qualifications for differentiated pay plans. Each LEA must report on the implementation of its differentiated pay plan annually. Implementation requires that districts compensate eligible educators as outlined by the approved district plan for the year in which they are reporting. Creating a plan in which there are no eligible educators to meet the criteria will not be considered for approval. When determining funding scenarios, district should examine all applicable federal, state and local funding received to determine what sources will fund the differentiated pay plan. Local boards of education are required to adopt a salary schedule that meets or exceeds the minimum requirements of the salary schedule adopted by the State Board or propose an alternative salary schedule.

The department has released the 2025-26 differentiated pay plan submission process.

Districts have 3 options for plan submission:

- submit a new plan for the 2025-26 school year,
- submit minor changes to the 2024-25 approved plan,
- continue to implement the approved 2024-25 plan.

Each differentiated pay plan submitted to the department shall include compensation for educators based on, at a minimum, one of the following criteria:

- High-needs subject and schools, sometimes referred to as hard-to-staff subjects or schools
- Additional Instructional roles and/or responsibilities
- Performance

Each district must submit this form by 5 p.m. CT, Friday, August 1, 2025. Submission includes:

- 2025-26 Differentiated Pay Plan (complete this form)
- Implementation Update on the 2024-25 Differentiated Pay Plan (based on payouts to teachers during the 2024-25 school year)
- 2025-26 Salary Schedule (Excel format uploaded in this form)

The following items are options, but do not meet the above differentiated pay criteria:

- Responsibilities that support student organizations or extracurricular activities
- Attendance bonuses
- National board certification
- School and District administrator compensation

Submission tips and guidelines:

- You may advance through the application without completing all required fields on a page.
- You may use the "Save and Resume Later" function to save your work can come back later. However, any file uploads will not be saved.
- All required fields must be completed in order to submit the application.

The deadline for submission is 5 p.m. CT, Friday, August 1, 2025.

District Name*

[Save and Resume Later](#)

2025-26 Differentiated Pay Plan Submission



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Submission tips and guidelines:

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- You may use the "Save and Resume Later" function to save your work can come back later. However, any file uploads will not be saved.
- All required fields must be completed in order to submit the application.

The deadline for submission is 5 p.m. CT, Friday, August 1, 2025.

District Name*

WASHINGTON COUNTY-900

[Save and Resume Later](#)

Contact Information

Please provide your contact information in the event that we need to follow up with any questions.

Name*

Jerry Whitaker

Role in District Office*

Other

Please list your role here

Deputy Chief Finance & Business Officer

Email Address*

whitakerj@wcde.org

Confirm Email Address*

whitakerj@wcde.org

Phone*

(423) 753-1106

CORE Region*

First

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Update Options

Which update option is your district choosing?*

- My district is submitting a newly developed plan for implementation in 2025-26
- My district is making minor changes to the 2024-25 plan for the 2025-26 implementation.
- My district is implementing as we did in 2024-25 and we do not need to make changes to the plan for the 2025-26 implementation.

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Minor Changes to your Differentiated Pay Plan

Where do you need to make minor changes?

- Hard to Staff
- Instructional Roles and Responsibilities
- Performance

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Instructional Roles and Responsibilities - Update 1

Instructional roles and/or responsibilities are defined as duties assigned to educators that allow them to build leadership capacity and increase effective educator practice across schools and the district. Roles should support increasing educator effectiveness at the grade, school, or district level. Please include teacher leadership roles (such as those developed through the Teacher Leader Network).

NOTE: Districts may provide additional compensation for other responsibilities that support student organizations or extracurricular activities, attendance bonuses, or national board certification. However, these opportunities will **NOT** be considered in determining whether the minimum differentiated pay guidelines have been met.

Is your district implementing instructional roles and/or responsibilities for the 2025-26 school year?*

Yes, I need to make updates from last year's instructional roles and responsibilities pay plan.

How many unique instructional roles will be implemented for the 2025-26 school year?

4

For example, a district implementing six Teacher Coach positions and two Content Lead positions would be implementing (2) unique instructional roles.

Description of Instructional Roles and Responsibilities*

(1) One Data, Curriculum & Instructional Leadership Coach to build leadership capacity (1) x \$69,628
(2) One Student Technology Support Specialist (1) x \$71,461
(3) Four Instructional Coaches to support and train teachers (4) x \$75,109.38
(4) Fifty mentor teachers to support new teachers (50) x \$330.00

Describe how the district will utilize instructional roles and responsibilities in the district to build capacity. Please format your response as "Instructional Role: Descriptions and responsibilities for role". For example, "Teacher Coach: Facilitate professional development and review best instructional practices".

Describe the eligibility criteria for the Instructional Roles and Responsibilities component:

- Level of overall effectiveness (LOE)
- Individual TVAAS
- Certified in content/grade area
- Attendance minimum (i.e., miss no more than 12 days)
- Years of experience
- Advanced degrees
- None

Provide any additional details about eligibility criteria for the Instructional Roles and Responsibilities component:

Individuals are selected with the intent to develop and increase leadership capacity within the LEA instructional staff. Eligibility criteria will be Level of Overall Effectiveness (LOE) and certified in content/grade area.

Indicate N/A if there is no additional information.

What is the amount of the compensation per instructional role?

(1) One Data, Curriculum & Instruction Leadership Coach to build leadership capacity (1) x \$69,628
(2) One Student Technology Support Specialist (1) x \$71,461
(3) Four Instructional Coaches to support and train teachers (4) x \$75,109.38
(4) Fifty mentor teachers to support new teachers (50) x \$330.00

Include amount per role, formatted as "Role (# of roles) x Compensation Amount". For example, "Teacher Coach (6) x \$1000".

Estimate the number of teachers that will receive compensation for instructional roles in 2025-26:

56

This refers to the number of positions to be filled.

Estimate total district cost of the Instructional Roles and Responsibilities component:

\$ 458026.50

Budgeted amount for this component.

Estimate the percentage of total salary expenditures that the Instructional Roles and Responsibilities component represents:

1.59

Excluding benefits/fringe.

Alternative Salary Schedule

An alternative salary schedule uses some other component, often performance criteria, in addition to or in lieu of education and experience to determine base pay.

Base pay increases determined by an educator's level of overall effectiveness (LOE) qualify as an alternative salary schedule and are subject to approval by the board.

Is your district implementing an alternative salary schedule?*

No

An alternative salary schedule uses some other component, often performance criteria, in addition to or in lieu of education and experience to determine base pay.

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2025-26 Salary Schedule

If you save and resume later, the attachment will not save and you will have to re-upload your salary schedule.

Describe how educators are compensated for earning advanced degrees in your district: *

Pay increases are awarded for MA, MA+30, EdS, MA+50, and EdD degrees.

List the advanced degrees your district compensates for (MA, MA+45, Ed.D, Ph.D).

2025-26 Salary Schedule (excel format only)



Maximum files uploaded

Max file size: 10 MB

FY26 Certified Payscale.xlsx (15.52 KB)



Make sure your salary schedule is labeled 2025-26 salary schedule.

Data Used to Create Plan

Did you use data to support the development of your plan? *

yes

no

What type of data was used in developing your plan? (check all that apply) *

Student achievement data

Growth data

Vacancy data

Other

Check all that apply.

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FY26 Certified Pay Scale

| Years | B.S. | M.A. | MA+30 | EDS | ED D |
|-------|--------|--------|--------|--------|--------|
| 0 | 45,810 | 49,689 | 52,103 | 52,336 | 56,728 |
| 1 | 46,885 | 50,764 | 53,178 | 53,411 | 57,803 |
| 2 | 47,960 | 51,839 | 54,253 | 54,486 | 58,878 |
| 3 | 49,035 | 52,914 | 55,328 | 55,561 | 59,953 |
| 4 | 50,110 | 53,989 | 56,403 | 56,636 | 61,028 |
| 5 | 51,185 | 55,064 | 57,478 | 57,711 | 62,103 |
| 6 | 52,260 | 56,139 | 58,553 | 58,786 | 63,178 |
| 7 | 53,335 | 57,214 | 59,628 | 59,861 | 64,253 |
| 8 | 54,410 | 58,289 | 60,703 | 60,936 | 65,328 |
| 9 | 55,485 | 59,364 | 61,778 | 62,011 | 66,403 |
| 10 | 56,560 | 60,439 | 62,853 | 63,086 | 67,478 |
| 11 | 57,635 | 61,514 | 63,928 | 64,161 | 68,553 |
| 12 | 58,710 | 62,589 | 65,003 | 65,236 | 69,628 |
| 13 | 59,785 | 63,664 | 66,078 | 66,311 | 70,703 |
| 14 | 60,860 | 64,739 | 67,153 | 67,386 | 71,778 |
| 15 | 61,935 | 65,814 | 68,228 | 68,461 | 72,853 |
| 16 | 62,535 | 66,414 | 68,828 | 69,061 | 73,453 |
| 17 | 63,135 | 67,014 | 69,428 | 69,661 | 74,053 |
| 18 | 63,735 | 67,614 | 70,028 | 70,261 | 74,653 |
| 19 | 64,335 | 68,214 | 70,628 | 70,861 | 75,253 |
| 20 | 64,935 | 68,814 | 71,228 | 71,461 | 75,853 |
| 21 | 65,535 | 69,414 | 71,828 | 72,061 | 76,453 |
| 22 | 66,135 | 70,014 | 72,428 | 72,661 | 77,053 |
| 23 | 66,735 | 70,614 | 73,028 | 73,261 | 77,653 |
| 24 | 67,335 | 71,214 | 73,628 | 73,861 | 78,253 |
| 25 | 67,935 | 71,814 | 74,228 | 74,461 | 78,853 |

Implementation Update on 2024-25 Differentiated Pay Plan

Per the Strategic Compensation policy ([State Board of Education Policy 5.600](#)), each LEA shall report annually on the implementation of its differentiated pay plan.

Total number of certified teachers in the district in 2024-25: *

689

Did your district pay out funds to educators for fulfilling a Hard-to-Staff component of your 2024-25 differentiated pay plan? *

No

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Implementation Update on 2024-25 Differentiated Pay Plan: Additional Roles/Responsibilities

Did your district pay out funds to educators for fulfilling additional roles and responsibilities as outlined in your 2024-25 differentiated pay plan?

Yes

How many teachers received the Additional Roles and Responsibilities award in 2024-25? *

36

What is the amount the individual educators received per additional role in 2024-25? *

Instructional Coaches (4) * \$71,425.32 (avg.)
Student Support Technology Specialists (2) * \$70,244.58 (avg.)
Mentor program (30) * \$33.00/hour

Include amount per role, formatted as "Role (# of roles) x Compensation Amount". For example, "Teacher Coach (6) x \$1000".

Actual total cost of the Additional Roles and Responsibilities component: *

\$ 388000.64

Total paid out to all teachers

When did you pay out for the Additional Roles and Responsibilities component? *

The payout was monthly starting July 2024 and ending June 2025.

Report in the format of "Month Year". For example, "May 2018".

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Implementation Update on 2024-25 Differentiated Pay Plan: Performance

Implementation updates for performance awards based on 2024-25 data are due **December 1, 2025**.

Did your district pay out funds (or plan to pay out funds) to educators based on performance criteria as outlined in your 2024-25 differentiated pay plan?*

No

If you are planning to make performance payouts using 2024-25 data but have not yet made payments, then you will submit this information by December 1, 2025.

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2025-26 Differentiated Pay Plan Confirmation

Please type your name below to certify that you have read and agree to the following statements:

- The differentiated pay plan described in this form submission contains **at least one (1) eligible component** per State Board Policy [5.600](#).
- All data reported within this plan is accurate to the best of my knowledge at the time of submission.
- The differentiated pay plan will not receive final approval until all components have been submitted, including the 2025-26 salary schedule, vacancy data, and implementation data (if applicable). Failure to submit all required components will result in noncompliance.
- The district will implement the submitted differentiated pay plan as approved by the department. If the district would like to make any changes or revisions to the approved plan, the district must notify the department and await additional approval before implementing revisions.

Type your name here to indicate agreement with the previous statements. *

Jerry

First Name

Whitaker

Last Name

2025-26 Differentiated Pay Plan Feedback

What type of feedback would be most helpful in improving your 2025-26 differentiated pay plan?

N/A

What questions do you have for the educator effectiveness team about your differentiated pay plan?

N/A

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CES Corporation

812 Blakely Court
PO Box 14620
Knoxville, TN 37914
Tele: 865-523-3070

cescorporation@comcast.net

TN Lic CO376
UL Listed Fire Alarm Installer

To: Washington County BOE
Attn: Brad Dingus

R Vest
5-Feb-25



Job: Asbury Fire Alarm Upgrade

| Qty | Model | Description |
|---|---------------|--|
| SIEMENS CERBERUS PRO FIRE ALARM SYSTEM | | |
| 1 | S54400-C14-A1 | SIEMENS FC922-US 252-POINT SYSTEM |
| 1 | S54400-A63-A1 | SIEMENS FCA2015-U1 DIALER MODULE (DACT) |
| 1 | S54400-B19-A1 | SIEMENS FHA2056-R1 MPC6000 MIGRATION KIT |
| 2 | SLAA-12-7F | BATTERY 7 AMP HR 12 V |
| 24 | S54320-F4-A2 | SIEMENS OP921 OPTICAL SMOKE DETECTOR |
| 3 | S54320-F5-A2 | SIEMENS HI921 HEAT DETECTOR |
| 6 | S54321-F7-A1 | SIEMENS XMS-S MANUAL PULL STATION, SINGLE-ACTION |
| 6 | S54319-B23-A1 | SIEMENS FDBZ492-HR DUCT HOUSING / RELAY |
| 6 | S54320-F4-A2 | SIEMENS OP921 OPTICAL SMOKE DETECTOR |
| 6 | 500-649711 | SIEMENS ST-25 SAMPLING TUBE, 2.5 |
| GRAND TOTAL | | \$8,865.00 |

Notes:

All cabling and signal devices to be reused.
Upgrade and replacement of detection devices Faraday Fire Alarm system

CES Corporation

812 Blakely Court
 PO Box 14620
 Knoxville, TN 37914
 Tele: 865-523-3070

cescorporation@comcast.net



TN Lic CO376
 UL Listed Fire Alarm Installer

To: Washington County BOE
 Attn: Bradley Dingus

R Vest
 10-Feb-25



Job: Daniel Boone 900 Bld

| Qty | Model | Description | Unit | Ext | Labor | Ext |
|---|---------------|--|------|-----|-------|-----|
| SIEMENS CERBERUS PRO FIRE ALARM SYSTEM | | | | | | |
| 1 | S54400-C14-A1 | SIEMENS FC922-US 252-POINT SYSTEM | | | | |
| 1 | S54400-C55-A2 | SIEMENS FHK2002-R3 RED ENCLOSE KIT 2 HGT | | | | |
| 1 | S54400-A63-A1 | SIEMENS FCA2015-U1 DIALER MODULE (DACT) | | | | |
| 1 | S54400-A54-A1 | SIEMENS FCI2011-U1 NAC EXPANSION CARD | | | | |
| 2 | SLAA-12-18NB | BATTERY 18 AMP HR 12V | | | | |
| 8 | S54320-F4-A2 | SIEMENS OP921 OPTICAL SMOKE DETECTOR | | | | |
| 1 | S54319-B23-A1 | SIEMENS FDBZ492-HR DUCT HOUSING / RELAY | | | | |
| 1 | S54320-F4-A2 | SIEMENS OP921 OPTICAL SMOKE DETECTOR | | | | |
| 1 | 500-649711 | SIEMENS ST-25 SAMPLING TUBE, 2.5 | | | | |

GRAND TOTAL \$5,250.00

- 1 EVAC Panel to Be Reconnected
- 2 Faraday MPV 6000 Panle Upgraded to Siemens
- 3 All Smoke Detectors to be replaced
- 4 Duct Detectors to be Replaced
- 5 Manual Pull Stations to be Reconnected.

CES Corporation

812 Blakely Court
 PO Box 14620
 Knoxville, TN 37914
 Tele: 865-523-3070

cescorporation@comcast.net



TN Lic CO376
 UL Listed Fire Alarm Installer

To: Washington County BOE
 Attn: Bradley Dingus

R Vest
 10-Feb-25



Job: Daniel Boone 1000 Bld

| Qty | Model | Description | Unit | Ext | Labor | Ext |
|---|---------------|--|------|-----|-------|-----|
| SIEMENS CERBERUS PRO FIRE ALARM SYSTEM | | | | | | |
| 1 | S54400-C14-A1 | SIEMENS FC922-US 252-POINT SYSTEM | | | | |
| 1 | S54400-C55-A2 | SIEMENS FHK2002-R3 RED ENCLOSE KIT 2 HGT | | | | |
| 1 | S54400-A63-A1 | SIEMENS FCA2015-U1 DIALER MODULE (DACT) | | | | |
| 1 | S54400-A54-A1 | SIEMENS FCI2011-U1 NAC EXPANSION CARD | | | | |
| 2 | SLAA-12-18NB | BATTERY 18 AMP HR 12V | | | | |
| 9 | S54320-F4-A2 | SIEMENS OP921 OPTICAL SMOKE DETECTOR | | | | |
| 4 | S54319-B23-A1 | SIEMENS FDBZ492-HR DUCT HOUSING / RELAY | | | | |
| 4 | S54320-F4-A2 | SIEMENS OP921 OPTICAL SMOKE DETECTOR | | | | |
| 4 | 500-649711 | SIEMENS ST-25 SAMPLING TUBE, 2.5 | | | | |

GRAND TOTAL

\$6,550.00

Notes:

- 1 EVAC Panel to Be Reconnected
- 2 Faraday MPV 6000 Panle Upgraded to Siemens
- 3 All Smoke Detectors to be replaced
- 4 Duct Detectors to be Replaced
- 5 Manual Pull Stations to be Reconnected.

CES Corporation

812 Blakely Court
PO Box 14620
Knoxville, TN 37914
Tele: 865-523-3070

cescorporation@comcast.net

TN Lic CO376
UL Listed Fire Alarm Installer

To: Washington County BOE
Attn: Bradley Dingus

R Vest
7-Feb-25



CESco

Job: Daniel Boone High Main Building Fire Alarm Upgrade

| Qty | Model | Description |
|---|---------------|---|
| SIEMENS CERBERUS PRO FIRE ALARM SYSTEM | | |
| 1 | S54400-C15-A1 | SIEMENS FC924-US 504-POINT SYSTEM |
| 1 | S54400-C55-A2 | SIEMENS FHK2002-R3 RED ENCLOSE KIT 2 HGT |
| 1 | S54400-A63-A1 | SIEMENS FCA2015-U1 DIALER MODULE (DACT) |
| 1 | S54400-A39-A1 | SIEMENS FCA2016-U1 RS485 CLASS A MOD (ISO) |
| 1 | S54400-B16-A1 | SIEMENS FT2015-R3 REMOTE ANNUNCIATOR (KEY, RED) |
| 2 | SLAA-12-18NB | BATTERY 18 AMP HR 12V |
| 160 | S54320-F4-A2 | SIEMENS OP921 OPTICAL SMOKE DETECTOR |
| 11 | S54320-F5-A2 | SIEMENS HI921 HEAT DETECTOR |
| 60 | S54319-B23-A1 | SIEMENS FDBZ492-HR DUCT HOUSING / RELAY |
| 60 | S54320-F4-A2 | SIEMENS OP921 OPTICAL SMOKE DETECTOR |
| 60 | 500-649711 | SIEMENS ST-25 SAMPLING TUBE, 2.5 |

GRAND TOTAL \$44,925.00

Notes:

- 1 Upgrade Main Fire Alarm Panel
- 2 Replace all Addressable Smoke Detectors
- 3 Replace all Heat Detectors
- 4 Replace all Duct Detectors
- 5 All Signal Devices to be Reconnected
- 6 EVAC Panle to be Reconnected
- 7 Install New Remote Annunicator Office

CES Corporation

812 Blakely Court
PO Box 14620
Knoxville, TN 37914
Tele: 865-523-3070

cescorporation@comcast.net

TN Lic CO376
UL Listed Fire Alarm Installer

To: Washington Co BOE
Attn: Brad Dingus

R Vest
4-Feb-25



Job: Grandview Elem Fire Alarm Updates

| Qty | Model | Description |
|---|---------------|---|
| SIEMENS CERBERUS PRO FIRE ALARM SYSTEM | | |
| 224 | S54320-F4-A2 | SIEMENS OP921 OPTICAL SMOKE DETECTOR |
| 61 | S54319-B23-A1 | SIEMENS FDBZ492-HR DUCT HOUSING / RELAY |
| 61 | S54320-F4-A2 | SIEMENS OP921 OPTICAL SMOKE DETECTOR |
| 61 | 500-649711 | SIEMENS ST-25 SAMPLING TUBE, 2.5 |
| 1 | Lift | Lift For Gym |

GRAND TOTAL

\$39,700.00

Notes:

- 1 Program, label and Replace 224 smoke detectors
- 2 Program, label and Replace 61 Duct Detectors

CES Corporation

812 Blakely Court
 PO Box 14620
Knoxville, TN 37914
 Tele: 865-523-3070

cescorporation@comcast.net



TN Lic CO376
 UL Listed Fire Alarm Installer

To: Washington County BOE
 Attn: Bradley Dingus

R Vest
 7-Feb-25



Job: Ridgeview Fire Alarm Upgrade

| Qty | Model | Description | Unit | Ext | Labor | Ext |
|---|---------------|---|------|-----|-------|-----|
| SIEMENS CERBERUS PRO FIRE ALARM SYSTEM | | | | | | |
| 1 | S54400-C15-A1 | SIEMENS FC924-US 504-POINT SYSTEM | | | | |
| 1 | S54400-C55-A2 | SIEMENS FHK2002-R3 RED ENCLOSE KIT 2 HGT | | | | |
| 1 | S54400-A63-A1 | SIEMENS FCA2015-U1 DIALER MODULE (DACT) | | | | |
| 1 | S54400-A39-A1 | SIEMENS FCA2016-U1 RS485 CLASS A MOD (ISO) | | | | |
| 1 | S54400-B16-A1 | SIEMENS FT2015-R3 REMOTE ANNUNCIATOR (KEY, RED) | | | | |
| 2 | SLAA-12-18NB | BATTERY 18 AMP HR 12V | | | | |
| 79 | S54320-F4-A2 | SIEMENS OP921 OPTICAL SMOKE DETECTOR | | | | |
| 5 | S54320-F5-A2 | SIEMENS HI921 HEAT DETECTOR | | | | |
| 30 | S54319-B23-A1 | SIEMENS FDBZ492-HR DUCT HOUSING / RELAY | | | | |
| 30 | S54320-F4-A2 | SIEMENS OP921 OPTICAL SMOKE DETECTOR | | | | |
| 30 | 500-649711 | SIEMENS ST-25 SAMPLING TUBE, 2.5 | | | | |

GRAND TOTAL

\$26,400.00

- 1 Upgrade Fire alarm Panel
- 2 Reconnect Evac Panel
- 3 Reconnect All Signal Devices
- 4 Replace All Addressable Smoke Detectors
- 5 Replace All Duct Detectors
- 6 Replace Remote Annunciator Office**
- 7 Reconnect Manual Pull Stations

Jerry S. Boyd
Superintendent



WASHINGTON COUNTY SCHOOLS

INSPIRE ★ STRIVE ★ THRIVE

BOARD OF EDUCATION
Eric Barnes
Annette Buchanan
Keith Ervin
Chad Fleenor
David Hammond
Gregg Huddleston
Mike Masters
Whitney Riddle
Vince Walters

TO: Dr. Jarrod Adams

FROM: Bradley Dingus, Maintenance Department (Fire Systems/Alarms)

DATE: February 21, 2025

SUBJECT: Quotes for fire alarm system updates

The quotes listed below are for the fire alarm panel and device updates due to the existing panels being outdated and obsolete. Parts are no longer available for the systems at these schools. The systems have faults and issues constantly due to the age of the devices. It was instructed by our fire alarm company, CES Corporation, (Knoxville, TN) that these devices are to be changed out every 10 years. The current systems have been in place for over 10 years. I have spoken to the schools and they shared that the panels beep constantly in *trouble mode* because the devices have issues due to age and the weather. These older devices go in and out of trouble mode when they get cold and hot as a result of the device's age. I have listed, by priority, the quotes from CES Corporation to have the systems replaced at these schools as soon as possible.

| | |
|--|--------------|
| Daniel Boone High School Main Building | \$ 44,925.00 |
| Daniel Boone High School 900 Building | \$ 6,550.00 |
| Daniel Boone High School 1000 Building | \$ 5,250.00 |
| Asbury | \$ 8,865.00 |
| Ridgeview Elementary | \$26,400.00 |
| Grandview Elementary | \$39,700.00 |

Grand Total \$131,690.00



June 19th, 2025

Washington County Department of Education
Daniel Boone High School
Attn: Jeremy Moore
1440 Suncrest Dr
Gray, TN 37615

RE: Natural Gas service proposal for Daniel Boone High School, in Gray, TN

Thank you for the opportunity to serve the Daniel Boone High School in Gray, TN. Atmos Energy is committed to providing the expertise necessary for the successful installation of gas facilities.

We are pleased to provide the following allowances to assist in the development:

- Washington County Department of Education will contribute \$278,000 towards onsite gas infrastructure expenses for Development. Payment will be due before the project begins.
- Company will install the service line and meter at no cost to Developer. In addition, we will provide project management, design services, and inspection services at no cost to Developer.

Sincerely,

A handwritten signature in blue ink that reads "Michael Ray".

Michael Ray
Sr. Account Representative
Atmos Energy

Policy 1.1021 - Student Board Member (New Policy for WCBOE)

Public Chapter 359 requires Boards that operate at least one high school to adopt a policy authorizing a student board member. Boards that already have policies on student board members or student advisory groups may maintain the current language. Based on this new requirement, we created the model policy below. This model contains suggested language for criteria, and we encourage you to update this model to best serve your district.

Policy 1.407 - School District Records (WCBOE 1.408)

Previously, state law permitted individuals to submit a records request via fax. Public Chapter 94 removes this option.

Charter School Policy Changes

We are recommending changes to several charter school policies based on Public Chapter 275. This new law shifts certain responsibilities to the State Board of Education and the TN Public Charter Schools Commission. Additionally, there is a new requirement that Boards report all charter applications received to the TN Public Charter Schools Commission.

Policy 2.403 - Surplus Property Sales

In the past, federal regulations required that certain actions be taken when property valued at \$5,000 or below was disposed of. This limit has been increased to \$10,000. We have revised policy 2.403 to align with this new standard. Additionally, Public Chapter 500 includes new criteria for posting notices on news and information websites. This new law clarifies that the website is not intended to be the same newspaper of general circulation utilized for the printed publication.

Policy 3.202 - Emergency Preparedness Plans

Public Chapter 315 clarifies that no more than two fire drills are required to occur within the first thirty full school days.

Policy 3.204 - Threat Assessment Team

There are new reporting requirements regarding threats and significantly disruptive behavior. A report must be made to parents/guardians within forty-eight hours of the district reporting to law enforcement. Additionally, there must be a quarterly report of incidents provided at board meetings.

Policy 4.100 - Instructional Program

Policy 5.500 - Discrimination/Harassment of Employees

Policy 6.304 - Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation

We are updating three policies in response to Public Chapter 293. This new state law requires Boards to include the definition of antisemitism in anti-discrimination policies. The full definition is included in the updated version of policy 4.100, and policies 5.500 and 6.304 have been updated to refer to that definition.

Policy 4.212 - Virtual Education Program

Public Chapter 484 permits districts to use hybrid learning in the event of dangerous or extreme weather or in an emergency, as determined by the Director of Schools. If a district uses hybrid learning, the Board must have a policy in place regarding student attendance.

Policy 4.301 - Interscholastic Athletics

Students attending virtual schools will now be permitted to participate in interscholastic athletics in accordance with TSSAA or TMSAA guidelines. If a school is not a member with these organizations, virtual school students zoned for the particular school shall be able to participate in interscholastic athletics to the same extent as other students. We have added a provision to the model policy on this aspect.

Policy 4.403 - Library Materials

A recent change to state law clarifies that materials may not be excluded from school libraries solely on the grounds that they are religious.

Policy 4.406 - Use of the Internet

The Teen Social Media Act specifies limits that must be in place for district internet use regarding age-appropriate content and protecting personal information. This new law also requires that districts prevent students from accessing social media platforms on district provided internet unless expressly authorized by a teacher for educational purposes.

Policy 4.601 - Reporting Student Progress

Report cards for students in grades K-8 must now include the student's score on the most recently administered universal reading screener and the results of a dyslexia screener, if applicable.

Policy 5.110 - Compensation Guides & Contracts

State law now permits Boards to determine whether to compensate a teacher's estate or designated beneficiary for unused leave time. If your Board would like to offer this benefit, we recommend adding a provision to your policy.

Policy 5.119 - Employment of Retirees

Public Chapter 159 makes several changes that will impact employing retirees in the 2025-2026 school year. Importantly, there is now a requirement for a bona fide separation of service prior to reemployment. This includes a sixty day separation of service, and there can be no previous agreement to return to work. We have reworked this model policy to align with the changes to state law.

Policies 5.305 (Family and Medical Leave) & 5.701 (Substitute Teachers)

A clean-up bill, Public Chapter 235, made several changes to state law. One significant change is to the paid parental leave statute and which employees may use this type of leave. Under the new law, employees must satisfy the following criteria to be eligible for this paid leave: (1) have received a license or an emergency credential from the Department of Education required for the relevant position; and (2) be in a full-time position that requires the relevant license or emergency credential for at least twelve consecutive months. The changes to state law also clarify how this leave can be taken. Now, employees may choose whether to take the leave consecutively or nonconsecutively but in increments of no less than one week. Please note that there is a difference in how attorneys are interpreting this law. We recommend speaking with your board attorney prior to implementation. If necessary, we will send out further updates to this policy.

Additionally, Public Chapter 235 changes the number of days that a substitute teacher can teach without a license. This was previously set at twenty days and has been increased to thirty.

Policy 6.200a - Attendance

Public Chapter 401 requires entities that provide released time courses to submit proof of compliance with state law on background checks. We maintain an optional provision on released time courses in our alternate version of policy 6.200. This version of the model policy has been updated to highlight the responsibility of these independent entities.

Policy 6.303 - Questioning Students and Searches

There is a new training requirement for school personnel who may conduct searches of students. Going forward, any searches of students must be carried out by a school resource officer, a school security officer, or a school administrator who has completed state required training. Public Chapter 244 requires the Department of Education to develop this training. We have updated this policy to align with these legal changes.

Policy 6.312 - Use of Wireless Communication Devices

Public Chapter 103 requires Boards to adopt a policy on student use of wireless communication devices. We have created two versions of this model policy to assist Boards that may desire to have different practices for younger students. Both versions include exceptions required by state law (e.g., use during emergencies).

Policy 6.411 - Student Wellness

Previously, state law required elementary students to receive 130 minutes of physical activity per week. This has now been increased to 40 minutes each full school day. Middle and high school students are still required to receive 90 minutes of physical activity per full school week. These requirements are separate from physical education classes.

Policy 6.600 - Student Records

If a student transfers from one school to another, Public Chapter 156 requires the district to provide a copy of a student's records to the new school within five business days. We have added a provision to our model policy to clarify this obligation.

Washington County Board of Education

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|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Virtual Education Program | Descriptor Code: 4.212 | Issued Date: 06/30/22 |
| | | Rescinds: 4.212 | Issued: 09/02/21 |

1 *General*

2 The Washington County Schools virtual education program is a course or series of courses offered by a
3 school district to provide students a broader range of educational opportunities through the use of
4 technology. Utilizing this program is temporary and shall not replace a student's regular instructional
5 program.¹

6 Class size ratios for the virtual education program shall comply with the requirements as outlined in
7 state law.²

8 Virtual education programs³ shall be made available to students for the following purposes:

- 9 1. Academic remediation, enrichment, or providing students access to a wider range of courses;
- 10
- 11 2. Continuity of educational service for students who are homebound;⁴
- 12
- 13 3. Continuity of educational service for students who are quarantining;⁵
- 14
- 15 4. Continuity of educational service for students enrolled in an alternative school;⁶ or
- 16
- 17 5. Continuity of educational service when the district utilizes remote instruction due to dangerous
18 or extreme weather conditions, a serious outbreak of illness affecting or endangering students
19 or staff, or during the administration of end of course examinations or other examinations as
20 allowed per state law.⁷
- 21 6. Continuity of educational service when the district utilizes hybrid instruction due to dangerous
22 or extreme weather conditions, or an emergency, as determined by the Director of Schools.⁸

23

24 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

25 Students shall be eligible to utilize a virtual education program if participating in one of the above
26 educational opportunities. The following factors shall also be taken into consideration when
27 determining eligibility:

- 28 1. Attendance;

29

- 1 2. Grades;
- 2
- 3 3. Technology survey; and
- 4
- 5 4. Admission Interview.

6 **ATTENDANCE**

7 Student attendance in the virtual education program shall adhere to the general requirements of board
8 policy 6.200 and any relevant administrative procedures.

9 Methods of confirming student attendance shall include two or more of the following:

- 10 1. Students participating in a phone call with a teacher, with parent/guardian support as
11 appropriate for the age of the student;
- 12
- 13 2. Students participating in synchronous virtual instruction;
- 14
- 15 3. Students completing work in a learning management system;
- 16
- 17 4. Students submitting work via hard-copy or virtual formats; or
- 18
- 19 5. Students making daily progress on assigned virtual instruction.

20 **REMOVAL FROM VIRTUAL EDUCATION PROGRAM**

21 A student may be removed from the virtual education program or denied future enrollment in a virtual
22 education program based on disciplinary issues, attendance issues, or poor academic performance.

23 Before a student is removed based on poor academic performance, the following interventions shall
24 occur:

- 25 1. Notification of parent/guardian;
- 26
- 27 2. One-on-one assessment conducted by the principal/designee regarding any learning needs and
28 academic performance; and
- 29
- 30 3. Weekly progress communication from the principal.

31 **ENROLLMENT AGREEMENT**

32 The Director of Schools shall work with the Board's attorney to draft an enrollment agreement for
33 students from other school districts that want access to virtual education program courses.

Legal References

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy 3.206
3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(d)(1)
6. TRR/MS 0520-01-02-.09; Public Acts of 2022, Chapter No. 960
7. Public Acts of 2022, Chapter No. 897
8. [Public Acts of 2025, Chapter No. 484](#)

Cross References

Emergency Closings 1.8011
Homebound Instruction 4.206
Credit Recovery 4.210
Alternative Education 6.319

Washington County Board of Education

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|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Reporting Student Progress | Descriptor Code: 4.701 | Issued Date: 11/13/18 |
| | | Rescinds: 4.701 | Issued: 12/01/16 |

1 Student progress reports shall be provided at least once every nine (9) weeks during the school year.
2 Middle school athletes may receive their grades every three (3) weeks. The reporting procedure shall be
3 in writing and shall be uniform for all reporting periods during each school year.¹ Each report shall be
4 signed by the parents and returned promptly to the school.

5 Student progress reports shall indicate the students' conduct, attendance, academic progress, and other
6 information necessary to communicate effectively with the parents. **For students in grades kindergarten
7 through eight (K-8), the student's score on the most recently administered universal reading screener
8 shall also be included along with the results of a dyslexia screener, if applicable.²**

9 In addition to the regular progress reports, principals and teachers are encouraged to confer with parents
10 on the educational progress of their children. Teachers shall consult with parents of students who are
11 working at a basic or below basic level or whose performance shows a sudden deterioration. Parents
12 shall be notified by the teacher as early in the school year as possible if the retention of a student is being
13 considered.

14 DRIVER'S LICENSE REVOCATION

15 Any student fifteen (15) years of age or older who becomes academically deficient shall be reported to
16 the Department of Safety for driver's license revocation.

17 A student shall be deemed academically deficient if he/she has not received passing grades in at least
18 three (3) full unit subjects at the end of a grading period.

19 A copy of the notice sent to the Department of Safety by the attendance teacher or the director of schools
20 shall be mailed to the student's parent or guardian.²

21 PARENT CONFERENCES

22 At least two (2) times during the school year, conferences shall be scheduled in which parents and
23 teachers may discuss any pertinent problems or other matters of concern regarding the development and
24 education of each student. These scheduled conferences shall not use any portion of the 180 days of
25 classroom instruction.³ The director of schools shall be responsible for scheduling and coordinating
26 system wide conferences.

27 Conferences shall be physically accessible to all students, parent(s), and/or guardian(s).⁴

Legal References

1. TRR/MS 0520-01-03-.05(3)(a); TCA 49-6-901
2. [Public Acts of 2025, Chapter No. 330](#)
3. TCA 49-6-3017; TCA 55-501-511 (a)(b); TCA 55-50-512 (a)(d); TCA 55-50-513
4. TCA 49-6-7002
5. 28 CFR § 36.201

Washington County Board of Education

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|---|---|-----------------------------------|--------------|
| Monitoring: Review: Annually, in July | Descriptor Term: Student Board Member | Descriptor Code: 1.1021 | Issued Date: |
| | | Rescinds: NEW | Issued: |

1 *General*

2 The Board authorizes the participation of a student representative to the Board.¹ If the Board chooses
3 to appoint a student board member, the student board member shall serve in an advisory, nonvoting
4 role. The student board member's term shall begin **August** and end **May**, and they shall serve without
5 compensation.

6 **SELECTION**

7 **Principal of each high school shall select two rising seniors to serve as the student board**
8 **members for the upcoming school year in the fall.**

9 **ATTENDANCE AT BOARD MEETINGS**

10 The student board member is expected to attend board meetings. Students will fully contribute their
11 unique perspective and opinions.

12 Student board members shall not participate in the following:

- 13 1. Student discipline hearing appeals;
- 14 2. Teacher disciplinary matters;
- 15 3. Meetings with legal counsel; or
- 16 4. Confidential school safety plan meetings.
- 17
- 18
- 19
- 20

Legal References

1. [Public Acts of 2025, Chapter No. 359](#)

Washington County Board of Education

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|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Charter School Revocation | Descriptor Code: 1.906 | Issued Date: 08/13/19 |
| | | Rescinds: | Issued: |

1 *General*

2 The Board shall revoke a charter school agreement if the charter school:¹

- 3 1. Failed to meet the minimum performance requirements set forth in the charter school
4 agreement;
- 5 2. Committed a material violation of any of the conditions, standards, or procedures set forth in
6 the charter school agreement;
- 7 3. Failed to meet generally accepted standards of fiscal management; or
- 8 4. Performed any of the acts that are conditions for non-approval of charter schools under state
9 law.
10
11
12

13 **NOTICE**

14 The Director of Schools/designee shall notify the charter school of the Board's intent to revoke the
15 charter school agreement in writing at least thirty (30) days prior to the revocation.²

16 Within ten (10) days of the Board voting to renew, not renew, or revoke a charter school agreement,
17 the Director of Schools/designee shall report the Board's decision to the Department of Education and
18 Tennessee Public Charter School Commission. The Director of Schools/designee shall also provide a
19 copy of the Board's resolution setting forth the decision and the reasons for the decisions, and an
20 explanation of the right to appeal.³

21 **REVOCAION DUE TO PRIORITY STATUS**

22 The Board may revoke a charter school agreement if the charter school is identified as a priority school
23 under state law. Revocation shall take effect immediately following the close of the school year in
24 which the charter school is identified as a priority school.⁴

25 The Board shall revoke a charter school agreement if the charter school is identified as a priority
26 school for two consecutive cycles (beginning in 2017). Revocation shall occur immediately after the
27 close of the school year in which the charter school is identified as a priority school for the second
28 consecutive cycle.

1 PROCEDURES FOR CLOSURE

- 2 The Director of Schools shall develop administrative procedures regarding charter school closures
3 prior to the Board denying renewal or revoking a charter school agreement.⁵ These procedures shall
4 outline a detailed protocol that will ensure timely notification to parents, orderly transition of students
5 and student records, and disposition of school funds, property, and assets in accordance with state law.

Legal References

1. TCA 49-13-122(b); State Board of Education Policy 6.111
2. TCA 49-13-122(c)

3. [State Board of Education Policy 6.111; Public Acts of 2025, Chapter No. 275](#)
4. [TCA 49-13-122\(a\)](#)
5. [TCA 49-13-130](#)

Washington County Board of Education

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|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Charter School Renewal | Descriptor Code: 1.905 | Issued Date: 08/13/19 |
| | | Rescinds: | Issued: |

1 INTERIM REVIEW

2 The Director of Schools/designee shall conduct an interim review of a charter school in the fifth year
3 of a charter term in accordance with guidelines developed by the State Board of Education. As part of
4 this process, the charter school shall submit a report on the progress of the school in achieving the
5 goals and objectives set forth in the charter agreement.¹

6 CUMULATIVE PERFORMANCE REPORT

7 Three (3) months prior to the date on which a charter school is required to submit a renewal
8 application, the Director of Schools/designee shall submit a performance report to the charter school
9 that summarizes the school's performance record over the charter term and states the summative
10 findings concerning the school's performance and prospects for renewal.²

11 APPLICATION AND EVALUATION

12 No later than April 1st of the year prior to the year in which the charter school agreement expires, the
13 governing body of a charter school shall submit a renewal application to the Board.³ The Director of
14 Schools/designee shall report each renewal application received to the Tennessee Public Charter
15 School Commission ("the Commission") within ten (10) days of receipt.³

16 The Director of Schools/designee shall conduct a renewal evaluation site visit to each charter school
17 that submits a charter school renewal application.

18 The Board will make renewal decisions by February 1st in the year the charter school agreement
19 expires.

20 RENEWAL CRITERIA⁴

21 The Board shall define and communicate with schools the criteria for renewal that is consistent with
22 the charter agreement. The Board shall make its renewal decision based on the renewal application,
23 annual progress reports, and renewal performance report.

24 Within ten (10) days of the Board voting by resolution on a renewal application, the Director of
25 Schools/designee shall promptly notify a school of its renewal recommendation and decision,
26 including the reasons for the decision and any rights to an appeal. The Director of Schools/designee
27 shall promptly communicate renewal decisions to the school community and public as well as the
28 Department of Education and the Commission.

Legal References

1. [TCA 49-13-121\(k\); Public Acts of 2025, Chapter No. 275](#)
2. [State Board of Education Policy 6.111](#)
3. [TCA 49-13-121\(a\); Public Acts of 2025, Chapter No. 275](#)
4. [TCA 49-13-121; State Board of Education Policy 6.111; Public Acts of 2025, Chapter No. 275](#)

Washington County Board of Education

| | | | |
|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Charter School Oversight | Descriptor Code: 1.903 | Issued Date: 08/13/19 |
| | | Rescinds: | Issued: |

1 *General*

2 The Board shall oversee and annually evaluate charter schools to ensure they meet the performance
3 standards and targets set forth in the charter school agreement.¹ The Board shall create a
4 comprehensive performance, accountability, and compliance monitoring system based on the charter
5 school agreement and communicate the results to each charter school. At a minimum, the monitoring
6 system shall address academic, financial, and organizational performance standards as outlined in the
7 charter school agreement and required by the State Board of Education.¹ The Board shall utilize the
8 results when making renewal, revocation, and intervention decisions. **Reports on charter school
9 oversight shall be compiled by the Director of Schools or Designee and published on the district's
10 webpage at least annually.**

11 The Board shall communicate with the charter schools in its portfolio as needed, including both the
12 charter school leader and governing board, and provide timely notice of any material charter school
13 agreement violations and performance deficiencies.

14 The Board shall articulate and enforce stated consequences for failing to meet performance
15 expectations or compliance requirements.

16 **MONITORING SYSTEM**

17 **The Director of Schools/designee shall implement a performance and compliance monitoring system**
18 **per the terms of the charter agreement. This information will be provided to the Board on an ongoing**
19 **basis through reports that will form the basis of renewal, revocation, and intervention decisions. To aid**
20 **in this, the Director of Schools/designee shall develop a reporting calendar that outlines when**
21 **information required by state law shall be provided by the charter school.**

22 **SITE VISITS**

23 A site visit to each charter school shall be conducted annually. The purpose shall be to collect data and
24 other qualitative information that cannot be obtained otherwise. The Director of Schools shall develop
25 a site visit procedure that outlines the expectations of charter schools prior to, during, and after the site
26 visit, including review of the documents and data, classroom observations, and interviews. These visits
27 shall minimize operational interference.

1 The Board shall provide the charter school with a report that summarizes the charter school's
2 performance. The report shall provide an analysis of relevant data and include general
3 recommendations, if applicable.²

4 **CHARTER SCHOOL REPORTING**

5 Charter schools shall provide the information required by the charter school agreement and state law to
6 the Board. The Director of Schools shall develop a reporting calendar that defines and communicates
7 the process, methods, and timing of gathering and reporting data to the Board.²

8 By September 1st, the governing body of an approved charter school shall make a written report to the
9 Board.³ The annual report shall include:

- 10 1. A report on the progress of the charter school in achieving the goals outlined in the charter
11 school agreement;
- 12 2. A financial statement disclosing the financial health of the charter school, including the costs of
13 the administration, instruction, and other spending categories of the charter school; and
14
- 15 3. A detailed accounting, including the amounts and sources, of all funds received by the charter
16 school, other than the funds received per state law.⁴
17

18 This reporting requirement shall begin in the year after the year in which the charter school begins
19 operation.

20 Multiple charter schools overseen by a single governing board shall report their performance as
21 separate, individual charter schools. Each charter school shall be independently accountable for its
22 performance.

23 Each charter school governing body shall submit an annual audit of all accounts and records, to include
24 internal school activity and cafeteria funds, to the Board as soon as practical after June 30th.⁵

25 **AUTHORIZER REPORTING AND REVIEW**

26 By December 1st, the Board shall report to the [State Board of Education](#) detailing the authorizer fees
27 collected in the previous school year and the authorizing obligations fulfilled using the fee.⁶ By
28 January 1st, the Board shall submit an annual authorizer report to the [State Board of Education and](#)
29 [make the report available on the district website.](#)⁷ The Director of Schools/designee shall prepare the
30 reports and provide the information to the Board prior to submission.

Legal References

1. TCA 49-13-111(d); State Board of Education Policy 6.111
2. State Board of Education Policy 6.500
3. TCA 49-13-120(a), (b)

4. TCA 49-13-112(a), Public Acts of 2019, Chapter No. 219
5. TCA 49-13-127
6. [TCA 49-13-128\(f\); Public Acts of 2025, Chapter No. 275](#)
7. [TCA 49-13-120\(c\); Public Acts of 2025, Chapter No. 275](#)

Washington County Board of Education

| | | | |
|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Charter School Applications | Descriptor Code: 1.901 | Issued Date: 01/14/21 |
| | | Rescinds: 1.901 | Issued: 08/13/19 |

1 *General*

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

6 **APPLICATION PROCESS²**

7 A prospective charter school sponsor shall send notice to the Director of Schools/designee of its intent
8 sixty (60) calendar days prior to February 1st of the year preceding the year in which the proposed
9 charter school plans to begin operation as a charter school. The Director of Schools/designee shall
10 determine whether the sponsor has selected the correct application category within ten (10) business
11 days of receiving the letter of intent and notify the sponsor within five (5) business days of a
12 determination that the incorrect application category has been selected.²

13 A sponsor seeking board approval of an initial charter school application shall complete the forms
14 developed by the State Board of Education in coordination with the Tennessee Public Charter School
15 Commission (“the Commission”). The application shall provide all the information required by state
16 law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by
17 state law for the formation of a charter school, and the proposed charter school will be able to
18 implement a viable program of quality education for its students.

19 Electronic copies of applications shall be submitted to the Board and the Commission on or before
20 11:59 p.m. Central Time on February 1st of the year preceding the year in which the proposed charter
21 school plans to begin operation as a charter school. If the 1st of February falls on a Saturday, Sunday,
22 or holiday on which the school district offices are closed, applications will be accepted on the next
23 business day on or before 11:59 p.m. Late applications will not be accepted, without exception. The
24 sponsor shall pay an application fee of \$2,500.00. The Director of Schools/designee shall report each
25 application received to the Commission no later than ten (10) days after receipt.²

26 The Board shall determine whether an application is complete within ten (10) business days of
27 receiving the application and shall notify the sponsor within five (5) business days of the determination
28 if the application is determined to be incomplete.³

29 **REVIEW TEAM¹**

30 If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school
31 applications. The team shall be comprised of members of the administrative staff for the district,

1 community members, and a member of the Board with relevant educational, organizational, financial,
2 and legal experience. At the board meeting in December of each year, the Director of Schools shall
3 make a recommendation to the Board on which members of his/her administrative staff should be
4 appointed to the team. The Board shall name the members of the team at its meeting in January of each
5 year. The Board shall designate a Chair of the review team as the contact person for answering
6 questions about the application process and receiving applications. The Director of Schools shall
7 develop an orientation for the team to ensure consistent evaluation standards and the elimination of
8 real or perceived conflicts of interest.

9 The Board shall require the Director of Schools to develop a procedure for receiving, reviewing, and
10 ruling on applications for the establishment of charter schools by the review team. The procedure shall
11 include a timeline for the application and review process. A copy of the procedure, including the
12 review criteria, shall be available to any interested party upon request.

13 The review team shall:

- 14 1. Evaluate all charter school applications based on the review criteria adopted by the Board;
- 15
- 16 2. Recommend one of the following options to the Board for each application: approve, reject, or
17 reject with stipulations for reconsideration; and
- 18
- 19 3. Make recommendations for revocation, renewal, or non-renewal of charter school contracts.

20 **APPROVAL/DENIAL OF APPLICATION⁵**

21 The Board shall rule by resolution on the approval or denial of a charter school application within
22 ninety (90) calendar days of receipt of the completed application, or the application shall be deemed
23 approved by state law. The Director of Schools shall report the action taken by the Board to the
24 Department of Education and the [Commission](#).

25 *Approval*

26 The sponsor of a charter school that is approved by the Board shall enter into a written agreement with
27 the Board which shall be binding on the charter school's governing body. The charter school agreement
28 shall be in writing and signed by the sponsor and the Board.

29 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state
30 and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁶

31 Charter schools approved by the Board are expected to implement the application as submitted and
32 approved. Material variations in operations from the approved application require amendment pursuant
33 to state law and the charter school agreement.⁷

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

1 New charter school agreements are approved for a ten (10) year period.⁷ The Board may revoke or
2 deny renewal of a charter school agreement for any of the reasons enumerated in state law.⁸

3 *Denial*

4 If the initial charter school application is denied, the Board shall notify the sponsor in writing within
5 ten (10) calendar days, specifying the objective reasons for the denial and the deadline by which the
6 sponsor may submit an amended application. Upon written receipt of the grounds for denial, the
7 sponsor shall have thirty (30) calendar days within which to submit an amended application to correct
8 the deficiencies. The Board shall have sixty (60) calendar days either to deny or to approve the
9 amended application, or the application shall be deemed approved by state law.⁵

10 If the amended charter school application is denied, the Board shall notify the sponsor in writing
11 within five (5) calendar days, specifying the objective reasons for denial and the sponsor's right to an
12 appeal. Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Public
13 Charter School Commission.¹⁰

Legal References

1. [TCA 49-13-106; State Board of Education Policy 6.111](#)
2. [TCA 49-13-107; Public Acts of 2025, Chapter No. 275; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01-.01\(1\)\(b\),\(e\)](#)
3. [TRR/MS 0520-14-01-.01\(1\)\(i\)](#)
4. [TRR/MS 0520-14-01](#)
5. [TCA 49-13-108; Public Acts of 2025, Chapter No. 275; TRR/MSS 0520-14-01](#)
6. [TCA 49-13-128](#)
7. [TCA 49-13-110\(d\)-\(e\); TRR/MSS 0520-14-01](#)
8. [TCA 49-13-110\(e\)](#)
9. [TCA 49-13-122](#)
10. [TCA 49-13-108\(b\)\(5\)](#)

Washington County Board of Education

| | | | |
|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Library Materials | Descriptor Code: 4.403 | Issued Date: 02/06/25 |
| | | Rescinds: 4.403 | Issued: 07/11/24 |

1 *General*

2 The Director of Schools/designee shall be responsible for library collection development. He/she shall
3 post the list of library materials online. Library materials shall be reviewed to ensure the content aligns
4 with state law. Prior to the purchase of new materials, librarians shall review the age and maturity level
5 along with the reading level of the selected items for suitability. ¹ A list of new materials shall be
6 reviewed by the Director of School/Designee.

7 Director of Schools/designee shall be responsible for periodically reviewing the district's library
8 collection in line with these established standards. Any materials found to be out of alignment with the
9 standards shall be removed, and this action shall be documented in writing and presented to the Director
10 of Schools and the Board.

11 **STANDARDS²**

12 The library collection shall adhere to the following criteria:

- 13 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 14 2. Materials shall be appropriate for the age and maturity levels of the students who may access
15 them. The determining factor will be based on an assessment of any mature themes or content
16 (i.e., violence, sexual content, vulgar language, substance abuse);
17
- 18 3. Materials shall contain literary, historical, and/or artistic value and merit; and
19
- 20 4. The collection as a whole shall offer a variety of viewpoints.
- 21 5. **Materials shall not be removed on the sole grounds that the item is religious.**
22
23

24 Any materials that meet the following criteria shall be removed and excluded from the district's library
25 collection:

- 26 1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess
27 violence, or sadomasochistic abuse as defined by state law³;
28

- 1
- 2 2. Are patently offensive as defined in state law; or
- 3
- 4 3. Appeal to the prurient interest as defined in state law.
- 5

6 The Board shall be notified when any library materials are challenged or removed pursuant to this policy.
7

8 **COMPLAINTS⁴**

9 **Tier 1**

10 If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint
11 shall:

- 12 1. Inform the complainant of the selection procedures and make no commitments.
- 13
- 14 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 15
- 16 3. Inform the principal (and other appropriate personnel).
- 17
- 18 4. Keep challenged materials available for use during the reconsideration process.

19 Upon receipt of the completed form, the principal shall notify the Director of Schools. The principal
20 shall request review of the challenged materials by an ad hoc materials review committee within
21 fifteen (15) days. A review committee shall be appointed by the principal and must include certified
22 library media personnel, representatives from classroom teachers, one or more parents, and may
23 include one or more students. The principal will inform the Director of Schools of the review
24 committee's progress.

25 The review committee shall take the following steps after receiving the challenged materials:

- 26 1. Read, view, or listen to the contested material in its entirety;
- 27
- 28 2. Check general acceptance of the material by reading recognized and evaluative reviews;
- 29
- 30 3. Determine the extent to which the material is appropriate for the age and maturity levels of the
31 students who have access to the materials and whether the material is suitable for, and
32 consistent with, the educational mission of the school;
- 33
- 34 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the
35 material for its strength and value.
- 36

37 The principal shall render a decision based upon the recommendation of the review committee. The
38 principal shall inform the Director of Schools of the decision.

1 Tier 2

2 The complainant may appeal the principal's decision. The appeal shall be to the Director of Schools.
3 He/she shall review the recommendation presented by the review committee along with the principal's
4 recommendation and make the determination whether the material is appropriate for the age and
5 maturity levels of the students who have access to the materials and whether the material is suitable
6 for, and consistent with, the educational mission of the school.

7 Tier 3

8 The complainant may appeal the decision of the Director of Schools. The Board shall evaluate the
9 material to determine whether the material is appropriate for the age and maturity levels of the students
10 who have access to the materials and whether the material is suitable for, and consistent with, the
11 educational mission of the school.

12 REMOVAL OF LIBRARY MATERIALS

13 If, at any tier, it is determined that the material is not appropriate for the age and maturity levels of the
14 students who have access to them or is not suitable for, and consistent with, the educational mission of
15 the school, the material shall be removed from the library collection.

Legal References

1. [*Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 \(1982\); TCA 49-6-3803](#)
2. [Public Acts of 2024, Chapter No. 782](#)
3. [TCA 39-17-901](#)
4. [TCA 49-6-3803](#)

Cross References

Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Washington County Board of Education

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|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: School District Records | Descriptor Code: 1.408 | Issued Date: 08/13/19 |
| | | Rescinds: 1.408 | Issued: 09/02/16 |

1 *General*

2 The Director of Schools shall maintain all school district records required by law, regulation, and
3 board policy. Any citizen of Tennessee shall be permitted during business hours to inspect public
4 records maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee
5 may request in writing and receive copies of open public records subject to the payment of reasonable
6 cost.^{1,2,3,4}

7 No records pertaining to individual students will be released for inspection by the public or any
8 unauthorized persons. In addition, information, records, and plans related to security and safety will
9 not be released for public inspection.⁵

10 All requests to inspect or receive copies of records shall be submitted to the district's public records
11 request coordinator.⁶ The public records request coordinator shall forward requests for inspection or
12 copies of records to the appropriate records custodian.⁶

13 Prior to producing any record, the records custodian shall ensure confidential information is redacted.
14 Original documents remain intact, and confidential information in copies produced for a requestor shall
15 be redacted. The Director of Schools shall develop a procedure to redact confidential information.

16 **REQUESTS FOR INSPECTION²**

17 Citizens requesting to inspect public records shall submit their request and a government issued photo
18 identification card with the citizen's address to the district's public records request coordinator during
19 normal business hours. Requests may be made in person or by telephone, **fax**, mail, or email. The
20 coordinator shall submit the information to the appropriate records custodian. The records custodian
21 will contact the citizen and indicate when the records will be available to inspect.

22 If the records cannot be made available within seven (7) business days, the records custodian shall
23 provide a records production letter indicating the time needed to complete the request.

24 If the request to inspect is denied, the records custodian shall provide the citizen with a records request
25 denial letter indicating the basis for the denial.

26 **REQUESTS FOR COPIES²**

27 Citizens requesting copies of public records shall complete and submit the Records Request Form and
28 a government issued photo identification card with the citizen's address to the district's public records

1 request coordinator during normal business hours. The coordinator shall submit the Records Request
2 Form to the appropriate records custodian.

3 The records custodian shall provide an estimate of the reasonable costs to produce the requested
4 records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of
5 Reasonable Charges shall be used to determine the reasonable cost. The records custodian will provide
6 the citizen with an invoice detailing the charges. The citizen shall pay the estimated reasonable costs
7 by cash or check prior to the district producing the copies.

8 If the records cannot be made available within seven (7) business days, the records custodian shall
9 provide a records production letter indicating the time needed to complete the request.

10 If the request for copies is denied, the records custodian shall provide the citizen with a records request
11 denial letter detailing the basis for the denial.

12 **FREQUENT AND MULTIPLE REQUESTS**

13 When the total number of requests for copies made by a requestor within a calendar month exceeds
14 four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to
15 produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be
16 notified of this policy and provided with a Notice of Aggregation of Multiple Requests/Requestors
17 form. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of
18 Reasonable Charges shall be used to determine the reasonable cost. Further, the names of persons
19 inspecting records and the date of inspection shall be recorded.

20 **DENYING REQUESTS FOR NONCOMPLIANCE⁷**

21 *Requests to Inspect a Public Record*

22 The district shall deny a request to inspect a public record from any citizen that has:

- 23 a. Made two (2) or more requests to view a public record within a six-month period; and
24
25 b. For each request failed to view the record within fifteen (15) business days of receiving
26 notification that the record was available.

27 Requests from this citizen shall be denied for up to six (6) months from the date of the second records
28 request. The district's public records request coordinator may waive this denial if he/she determines
29 that failure to view the record was for good cause.

30 *Requests for Copies of Public Records*

31 The district shall deny a request for copies of a public record from any citizen that has:

- 32 a. Been provided with an estimate of the reasonable cost to produce the requested records;
33 b. Agrees to pay such estimated reasonable cost prior to production of the records; and
34 c. Fails to pay the actual cost after the records have been produced.

1 Additional requests from this citizen shall be denied until the original cost is paid.

2 **RECORDS RETENTION**

3 The Director of Schools and/or designee(s) shall retain and dispose of school district records in
4 accordance with the following guidelines:^{2,4}

- 5 1. The Director of Schools and/or designee(s) will determine if a particular record is of permanent
6 or temporary value in accordance with regulations promulgated by County Public Records
7 Commission and the Tennessee Institute for Public Services records manual;^{8,9}
- 8 2. Temporary value records which have been kept beyond the required time may be recommended
9 to the Public Records Commission for destruction;^{10,11}
- 10 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be
11 transferred to the State Library and Archives. The temporary value records rejected by the State
12 Library and Archives may be transferred to another institution or destroyed;^{10,11,12}
- 13 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the
14 Director of Schools desires to destroy the original permanent record, these records must be
15 reproduced by microfilming or some other permanent reproduction method. Permission to
16 destroy any original permanent record after microfilming follows the same procedure noted
17 above for temporary records;^{9,11} and
- 18 5. The Director of Schools shall establish procedures to safeguard against the unlawful
19 destruction, removal, or loss of records.¹³

20 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹⁴**

21 Jennifer Moore
22 405 W College St.
23 Jonesborough, TN 37659
24 (423)753-1100
25 publicrecordsrequest@wcde.org

Legal References

1. TCA 49-2-301(b)(1)(CC)
2. TCA 10-7-503
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-504(p)
6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf>;
TCA 10-7-(a)(1)(B),(C)
7. TCA 10-7-503(a)(7)(A)(vii)
8. TCA 10-7-401
9. TCA 10-7-406
10. TCA 10-7-404
11. TCA 10-7-413
12. TCA 10-7-414
13. TCA 39-16-504
14. TCA 10-7-503(g)(1)(D)

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Washington County Board of Education

| | | | |
|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Vacations and Holidays | Descriptor Code: 5.310 | Issued Date: 06/30/22 |
| | | Rescinds: 5.310 | Issued: 06/03/21 |

1 The Board encourages all twelve (12) month full-time employees to use vacation earned and to
2 take a portion of these days in succession.

3 **NON-CERTIFIED (EXEMPT AND NON-EXEMPT) EMPLOYEES VACATIONS**

4 All twelve (12) month full-time non-certified salary and hourly employees, when on the anniversary
5 of employment of any year have been continuously employed in the service of the Board for the
6 period listed below, will receive vacation days with pay as follows:

| 7 <u>Experience</u> | 8 <u>Vacation Earned</u> |
|---------------------|---|
| 9 Less than 1 year | 1 day for every six week period completed, not to exceed 5 days |
| 10 1-8 years | 10 days |
| 11 9-12 years | 12 days |
| 12 13-15 years | 14 days |
| 13 15+ years | 15 days |

14 The anniversary date of employment is the most recent day of employment as recorded in the approved
15 minutes of the Board or as shown by the bookkeeping department of the Board.

16 Unused vacation can be retained and accumulate a maximum bank of five (5) days. Unused days
17 above the maximum will be forfeited on the anniversary of employment of any year the eligible
18 employee has been continuously employed in the service of the Board. Banked vacation days will
19 be paid out to the employee upon voluntary termination from the system. Banked vacation days will
20 be forfeited for involuntary terminations.

21 At the point that an employee terminates, vacation pay will be prorated within the calendar year
22 guidelines.

23 The Director of Schools shall maintain the list of employees under this policy showing the
24 anniversary date of employment.

25 **CERTIFIED EMPLOYEE PAID HOLIDAY, VACATION, AND SCHEDULED TIME OFF**

26 All twelve (12) month full-time (240 day Contract) certified employees defined as management
27 personnel defined in accordance with the Professional Educators Collaborative Conferencing Act

1 (PECCA) in the Board approved Memorandum of Understanding shall be entitled to scheduled
2 time off (non-contract days) defined in the annual employment contract beginning July 1 and
3 ending June 30 of each fiscal year. Available non-contract days will be prorated from date of
4 employment if hired after July 1 of each fiscal year.

5

6 **TWELVE (12) MONTH NON-CERTIFIED AND CERTIFIED EMPLOYEE HOLIDAYS**

7 Twelve (12) month non-certified salary and hourly employees and certified employees, if on active
8 payroll at the time, shall be entitled to the following ~~thirteen (13)~~ ~~fourteen (14)~~ paid holidays:

- 9 ● Martin Luther King, Jr. Day
- 10 ● Presidents' Day
- 11 ● Good Friday
- 12 ● Memorial Day
- 13 ● Juneteenth (June 19th)
- 14 ● Independence Day ~~and one additional day connected to the date (2 days)~~
- 15 ● Labor Day
- 16 ● Thanksgiving Day and the day after (2 days)
- 17 ● Christmas Eve
- 18 ● Christmas
- 19 ● New Year's Eve
- 20 ● New Year's Day
- 21 ● One additional day at the discretion of the Director of Schools

22

23 Non-certified salary and hourly employees employed less than 12 months shall be entitled to the
24 following paid holidays:

25

- 26 ● Presidents' Day
- 27 ● Good Friday
- 28 ● Labor Day
- 29 ● Thanksgiving Day and the day after (2 days)
- 30 ● Christmas Eve
- 31 ● Christmas
- 32 ● New Year's Eve
- 33 ● New Year's Day

34 All Certified employees defined as professional personnel in accordance with the Professional
35 Educators Collaborative Conferencing Act (PECCA) in the Board approved Memorandum of
36 Understanding with 10-month (200 days), 10.5 -month (210 days), or 11-month (220 days)
37 contract, if on active payroll at the time, shall be entitled to the following eleven (11) paid
38 holidays:

39

- 40 ● Good Friday

- 1 • Thanksgiving Day and the day after (2 days)
- 2 • Christmas and New Year's Break (8 days)
- 3 Equivalent and additional days, as approved by the Director of Schools, may be taken when these
- 4 days fall on weekends, or school is in session.

Legal References

1. TCA 15-1-101
2. TCA 49-6-3004(b)

Cross References

- Orientation and Probation 5.107
Short Term Leaves of Absence 5.300

Washington County Board of Education

| | | | |
|--|---|----------------------------------|--|
| Monitoring: Review: Annually, in January | Descriptor Term: Employment of Retirees | Descriptor Code: 5.119 | Issued Date: Click here to enter a date. |
| | | Rescinds: | Issued: |

1 *General*¹

2 The Director of Schools may hire a retired individual if certain conditions are met as provided for in
3 state law. Prior to commencement of reemployment, the Director of Schools shall provide the required
4 employment information to the Tennessee Consolidated Retirement System (TCRS). In order to be
5 eligible for employment after retirement, a TCRS member must comply with the following:

- 6 1. The retired member must have a bona fide separation of service which includes a separation of
7 at least sixty (60) calendar days and no previous agreement to return to work after retirement;
8 and
9
- 10 2. The retired member may not accrue additional retirement benefits as a result of the member's
11 reemployment and may not draw disability retirement benefits.

12 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**²

13 Retired members under TCRS may be employed for up to one hundred twenty (120) days per year
14 without loss of retirement benefits. Retired members may substitute teach for additional days.

15 To continue receiving TCRS benefits, the following conditions must be met in addition to the general
16 standards above:
17

- 18 1. During a twelve-month period, the retiree must not work more than one hundred twenty (120)
19 days; and
20
- 21 2. The retired member's compensation must not exceed 60% of the annual full-time salary
22 received in the year immediately prior to the member's last paid day of covered employment.
23 This amount shall be adjusted by five percent (5%) for each year after that date.

24 The retired member may work beyond one hundred twenty (120) days as a substitute teacher if the
25 payment does not exceed the rate of compensation for substitute teachers filling similar vacant
26 positions.

27

28

1 **HARD TO FILL POSITIONS³**

2 The Director of Schools may contract with retired members for hard to fill positions if the following
3 conditions are met in addition to the general standards above:
4

- 5 1. During the reemployment, the retirement benefit payable to the retiree must be reduced to
6 seventy percent (70%) of the retirement allowance the member would have otherwise been
7 entitled to receive; and
8
- 9 2. The retired member's reemployment must not exceed one (1) year, but the retired member may
10 be reemployed for additional one-year periods per state law.

11 The Director of Schools shall certify to TCRS that the employee is being rehired in a hard-to-fill
12 position. In order to qualify, one or more of the following conditions must be established:

- 13 1. It is difficult to recruit and retain qualified employees for the position;
14
- 15 2. The position requires specialized certification, credentials, or education;
16
- 17 3. The demand for the position exceeds the supply;
18
- 19 4. The position is in high demand in the marketplace;
20
- 21 5. The position is filled by key personnel;
22
- 23 6. The position requires specific skills and experience; or
24
- 25 7. The position has other unique recruitment or retention issues identified and documented by the
26 Director of Schools.

27 Once the retired member is hired, the district shall pay TCRS the greater of: (1) a payment equal to the
28 amount the employer would have contributed to the retirement system during the period of
29 reemployment; or (2) an amount equal to five percent (5%) of the retired member's earnable
30 compensation.

Legal References

1. [TCA 8-36-805; TCA 8-36-809; Public Acts of 2025, Chapter No. 159](#)
2. [TCA 8-36-805; Public Acts of 2025, Chapter No. 159](#)
3. [TCA 8-36-809; Public Acts of 2025, Chapter No. 159](#)

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

Washington County Board of Education

| | | | |
|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Compensation Guides & Contracts | Descriptor Code: 5.111 | Issued Date: 03/11/19 |
| | | Rescinds: | Issued: |

1 *General*

2 Certified personnel ~~must~~ shall make a written contract with the Board at a fixed salary per month
3 before entering upon their duties.¹

4 The Director of Schools shall establish the salary rating of ~~each person employed~~ all personnel and
5 shall recommend ~~such the~~ salary ~~rating~~ schedule to the Board for its approval.²

6 ~~Contracts for administrators and system-wide professional personnel shall include two hundred (200)~~
7 ~~days of responsibility, plus twenty (20) days for each additional month assigned by the board. Each~~
8 ~~contract shall provide:~~³ Contracts for certified personnel shall provide the following:³

- 9 1. A minimum of one hundred and eighty (180) working days;
- 10 2. A minimum of five (5) days for in-service education;
- 11 3. Ten (10) vacation days; and
- 12 4. Five (5) days as designated by the Board (teachers shall use one (1) day for parent-teacher
13 conferences).

14 The school calendar adopted by the board each year shall become part of ~~each employee's~~ all certified
15 personnel contracts.

16 Salaries and supplements may be paid from revenue derived from sources other than taxes, provided
17 the revenue is deposited with and salaries paid through the Board. This includes donations or
18 contributions from individual, civic, or other non-school related sources of funds from individual
19 school activity funds, such as gate receipts and concessions.^{1,4}

Legal References

1. TCA 49-2-203(a)(1); TCA 49-5-408
2. TCA 49-5-402
3. TCA 49-6-3004
4. TCA 49-6-2006(a)

Cross References

School Calendar 1.800
Revenues 2.400
Payroll Procedures 2.802
~~Salary Deductions 2.803~~
Application and Employment ~~5.107~~ 5.106

Washington County Board of Education

| | | | |
|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Substitute Teachers | Descriptor Code: 5.701 | Issued Date: 07/11/24 |
| | | Rescinds: 5.701 | Issued: 06/30/22 |

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies
2 until a licensed teacher is available.^{1,2} Substitute teachers may be employed and paid directly by the
3 Board or by a third-party employer through an agreement between such third-party employer and the
4 Board.

5 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit
6 eligibility conditions as substitute teachers employed directly by the Board.²

7 APPLICATION/QUALIFICATIONS

8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

9 Applicants with revoked or suspended licenses or certificates according to the Department of
10 Education shall not be hired.⁴

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

13 A list of substitute teacher(s) will be prepared by the Personnel Director who will maintain file(s),
14 which may include transcripts, credentials, recommendations, and other pertinent information.

15 COMPENSATION

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

18 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the
19 same as a retired substitute teacher with an active teaching license. This only applies to teachers who
20 retired after July 1, 2011 through July 1, 2016.⁵

21 CERTIFICATION

22 When substituting for a regular teacher who has been absent for twenty ~~(20)~~ (30) consecutive days, a
23 substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught
24 or shall be a retired teacher that held the appropriate endorsement.⁶ When substituting for a teacher
25 without sick leave, the substitute shall be certified and paid according to the state salary schedule.¹

1 EMERGENCY NEEDS

2 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency
3 situations. Emergency use shall be defined as less than a full day due to the regular or substitute
4 teacher being 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
7 pay for both positions at the same time.

8 TRAINING AND ORIENTATION

9 The Director 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.⁷

12 RESPONSIBILITIES

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

15 RE-EMPLOYMENT/TERMINATION

16 On an annual basis, the Director 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
20 notifying the principal and/or third-party employer if they wish to terminate their service as substitutes.

21

22

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\(5\)\(b\)](#);
[Public Acts of 2025, Chapter No. 235](#)
7. ~~[Public Acts of 2024, Chapter No. 735; TCA 49-6-805\(7\)](#)~~ [TCA 49-2-203\(a\)\(14\)\(A\)](#); [TCA 49-6-805\(7\)](#)

Cross References

Background Investigations 5.118
Employment of Retirees 5.119

23

Washington County Board of Education

| | | | |
|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Complaints and Grievances | Descriptor Code: 5.500 | Issued Date: 11/20/19 |
| | | Rescinds: 5.500 | Issued: 05/07/98 |

1 EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

2 The board believes that differences of opinions arising in the course of employment should be resolved
3 as quickly as possible and at the lowest supervisory level.

4 In instances of questions by an individual staff member concerning the interpretation of policies and
5 procedures to that staff member, administrative practices within the staff member's particular school,
6 and relationships with other employees, the staff member concerned must consult the administrative or
7 supervisory personnel to whom he/she is responsible. If a satisfactory resolution of the problem cannot
8 be reached after ample opportunity for consideration of the matter, the staff member concerned may
9 discuss the matter with the next level of supervision up to and including the director of schools.

10 In instances where an individual staff member feels, for personal reasons, that he/she cannot discuss a
11 problem with his/her immediate superior, the staff member may take the problem directly to the
12 director of schools. After review of the case, the director of schools shall take action as he/she deems
13 appropriate and within a prompt, reasonable time shall notify all parties concerned of his/her decision.

14 HARASSMENT/DISCRIMINATION GRIEVANCES

15 Employees should notify any district complaint manager if they believe the board, its employees, or
16 agents have violated their rights guaranteed by the state or federal constitution, state or federal statute,
17 or board policy including: ^{1,2,3}

- 18 1. Age Discrimination Employment Act¹
- 19 2. Title II of the Americans with Disabilities Act⁴
- 20 3. Title IX of the Education Amendments of 1972⁵
- 21 4. Section 504 of the Rehabilitation Act of 1973⁶
- 22 5. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the
23 Education Amendments of 1972^{7,5}

24 The complaint manager will endeavor to respond and resolve complaints without resorting to this
25 grievance procedure, and if a complaint is filed, to address the complaint promptly and equitably. The
26 right of a person to prompt and equitable resolution of the complaint shall not be impaired by the
27 person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit
28 of other remedies and use of this grievance procedure does not extend any filing deadline related to the
29 pursuit of other remedies.

- 30 1. Filing a Complaint — An employee who wishes to avail themselves to this grievance procedure
31 may do so by filing a complaint with any district complaint manager. The employee may

- 1 request a complaint manager of the same sex. The complaint manager may assist the employee
2 in filing a grievance.
- 3 2. Investigation — The complaint manager will investigate the complaint or appoint a qualified
4 person to undertake the investigation on their behalf. The complaint and identity of the
5 complainant will not be disclosed except (1) as required by law or this policy; or (2) as
6 necessary to fully investigate the complaint; or (3) as authorized by the complainant. The
7 complaint manager shall file a written report within ten (10) days of the filing of the grievance
8 of his or her findings with the director of schools. If a complaint of sexual harassment contains
9 allegations involving the director of schools, the written report shall be filed with the board.
10 The director of schools shall keep the board informed of all complaints.
- 11 3. Decision and Appeal — After receipt of the complaint manager's report, the director of schools
12 shall render a written decision within five (5) days of the receipt of the report that shall be
13 provided to the employee. If the employee is not satisfied with the decision, the employee may
14 appeal the decision to the board by making a written request to the complaint manager. The
15 complaint manager shall be responsible for promptly forwarding all materials relative to the
16 complaint and appeal to the board. Thereafter, the board shall render within thirty (30) days
17 from the date the appeal was received, review the report and affirm, overrule or modify the
18 decision, and render a written finding that shall be provided to the complainant. This grievance
19 procedure shall not be construed to create an independent right to a board hearing.

20 APPOINTING COMPLAINT MANAGERS

21 The director of schools shall appoint at least two complaint managers, one of each gender. The Federal
22 Rights Coordinator may be appointed as a complaint manager. The director of schools shall insert into
23 this policy the names, addresses and telephone numbers of current complaint managers.

(1) Cindy Percell
Washington County Schools
405 W. College St.
Jonesborough, TN 37659
(423)753-1100

(2) ~~Dr. Jarrod Adams~~ Jerry Whitaker
Washington County Schools
405 W. College St.
Jonesborough, TN 37659
(423)753-1100

(3) ~~Dr. Ashley Keys~~ Dr. Jacki Wolfe
Washington County Schools
405 W. College St.
Jonesborough, TN 37659
(423)753-1100

(4) ~~Jerry Whitaker~~ Mr. Billy Stepp
Washington County Schools
405 W. College St.
Jonesborough, TN 37659
(423)753-1100

Legal References

1. Age Discrimination Employment Act, 29 USCA § 621 et seq.
2. Equal Pay Act, 29 USCA § 206(d)
3. Immigration Reform and Control Act, 8 USCA § 1324a et seq.
4. Americans with Disabilities Act, 42 USCA § 12101 et seq.
5. Title IX of the Education Amendments, 20 USCA § 1681 et seq.
6. Rehabilitation Act, 29 USCA § 791 et seq.
7. Title VII of Civil Rights Act, 42 USCA § 2000e et seq.

Cross References

Appeals To and Appearances Before the Board 1.404
Section 504 & ADA Grievance Procedures 1.802
Equal Opportunity Employment 5.104
Discrimination/Harassment of Employees 5.500

Washington County Board of Education

| | | | |
|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Discrimination / Harassment of Employees (Sexual, Racial, Ethnic, Religious) | Descriptor Code: 5.501 | Issued Date: 11/20/19 |
| | | Rescinds: 5.503 | Issued: 05/07/98 |

1 Employees shall be provided a work environment free from sexual, racial, ethnic, and religious
2 discrimination/harassment (including the definition of antisemitism found in policy 4.100). It shall be a
3 violation of this policy for any employee or any student to discriminate against or harass an employee
4 through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The
5 following guidelines are set forth to protect employees from discrimination/harassment.

6 Employee discrimination/harassment will not be tolerated.¹ Discrimination/harassment is defined as
7 conduct, advances, gestures, or words either written or spoken of a sexual, racial, ethnic, or religious
8 nature that:

- 9 1. Unreasonably interferes with the individual's work or performance;
- 10 2. Creates an intimidating, hostile, or offensive work environment;
- 11 3. Implies that submission to such conduct is made an explicit or implicit term of employment; or
- 12 4. Implies that submission to or rejection of such conduct will be used as a basis for an
13 employment decision affecting the harassed employee.

14 Alleged victims of sexual, racial, ethnic, and religious discrimination/harassment shall report these
15 incidents immediately.² This report should be made to the immediate supervisor, except when the
16 immediate supervisor is the offending party. If the immediate supervisor is the offending party, the
17 report may be made to the Federal Rights Coordinator or the Director of Schools. Allegations of
18 discrimination/harassment shall be fully investigated (as set forth in *Complaints and Grievances*
19 5.500). An oral complaint may be submitted; however, such complaint must be reduced to writing to
20 ensure a more complete investigation. The complaint should include the following information:

- 21 1. Identity of the alleged victim and person accused;
- 22 2. Location, date, time, and circumstances surrounding the alleged incident;
- 23 3. Description of what happened;
- 24 4. Identity of witnesses; and
- 25 5. Any other evidence available.

26 The privacy and anonymity of all parties and witnesses to complaints will be respected. However,
27 because an individual's need for confidentiality must be balanced with obligations to cooperate with
28 police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough
29 investigation, or to take necessary action to resolve a complaint, the identity of parties and witnesses
30 may be disclosed in appropriate circumstances to individuals with a need to know.

31 A substantiated charge against an employee shall result in disciplinary action up to and including
32 termination. A substantiated charge against a student may result in corrective or disciplinary action up
33 to and including, suspension.

1 There will be no retaliation against any person who reports discrimination/harassment or participates in
 2 an investigation. However, any employee who refuses to cooperate or gives false information during
 3 the course of any investigation may be subject to disciplinary action. The willful filing of a false report
 4 will itself be considered harassment and will be treated as such.

5 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal
 6 Rights Coordinator or the Director of Schools.

7

| | |
|--|---|
| Federal Rights Coordinators | |
| Cindy Hayes Title VI Coordinator 405 W. College St. Jonesborough, TN 37659 (423) 753-1100 | Cindy Percell Title IX Coordinator 405 W. College St. Jonesborough, TN 37659 (423) 753-1100 |
| Sebrena St. John Section 504 Coordinator 405 W. College St. Jonesborough, TN 37659 (423) 753-1100 | Cindy Percell Americans with Disability Act (ADA) 405 W. College St. Jonesborough, TN 37659 (423) 753-1100 |

Legal References

1. 29 CFR §1604.11; [TCA 5-23-104](#); [Public Acts of 2025, Chapter No. 293](#)
2. 20 USCA § 1681

Cross References

- ~~Appeals To & Appearances Before the Board 1.404~~
- Equal Opportunity Employment 5.105
- Complaints and Grievances 5.500
- [Title IX & Sexual Harassment 6.3041](#)

Washington County Board of Education

| | | | |
|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Family and Medical Leave | Descriptor Code: 5.305 | Issued Date: 07/11/24 |
| | | Rescinds: 5.305 | Issued: 06/29/23 |

1 ELIGIBILITY

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

6 GENERAL PRINCIPLES

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

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

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

26 MATERNITY/PATERNITY LEAVE

- 27 1. *Relationship between FMLA leave and Tennessee Maternity Leave Act-* FMLA leave shall run
28 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible
29 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,
30 childbirth, and nursing of a newborn child.³ Any leave under the FMLA and/or the Tennessee
31 Maternity Leave Act shall run concurrently with any available paid leave.

- 1 2. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity leave shall
2 be allowed to use all or a portion of the teacher's accumulated sick or annual leave for
3 maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher
4 accompanied by a statement from the teacher's physician verifying pregnancy shall be
5 submitted. Upon verification by a written statement from an adoption agency or other entity
6 handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a
7 child. If both adoptive parents are teachers employed by the district, however, only one (1)
8 parent is entitled to use such leave.⁴
- 9 3. Spouses who are both eligible employees of the school district are limited to a combined total
10 of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is
11 taken for the birth and care of a newborn child, for the placement of a child for adoption or
12 foster care, or to care for a parent who has a serious health condition. Under certain
13 circumstances, spouses who share leave for the birth or adoption of a child may be eligible for
14 limited amounts of additional leave for other qualifying FMLA reasons.⁵
- 15 4. Paid Parental Leave – Under state law, an additional six (6) work weeks of paid leave is
16 available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor
17 child.⁶ An eligible employee taking leave under this provision shall not be required to utilize
18 any other type of ~~accrued~~ paid leave during this period. Eligible employees include teachers,
19 principals, supervisors, or other individuals required by law to hold a valid license of
20 qualification for employment ~~who have been employed with a school district full time for at~~
21 ~~least twelve (12) consecutive months, and who meet the following requirements:~~
- 22 a. Possess a valid license or an emergency credential issued by the Department of
23 Education per TCA 49-5-106, required for the position the employee holds;
- 24 b. Have been employed with the district full time for at least twelve (12) consecutive
25 months in a position for which the employee is required by law to hold the license or an
26 emergency credential referenced above at the time of the qualifying event; and
- 27 c. Have held a valid license or an emergency credential issued by the Department of
28 Education per TCA 49-5-106 for the entire twelve consecutive months of fulltime
29 employment.
- 30
31
32

33 Employees shall provide notice to the school district thirty (30) days prior to the intended use
34 of the leave. If the employee learns about the need for leave less than thirty (30) days in
35 advance, the employee shall give notice as soon as reasonably possible in order to be eligible
36 for the paid leave. ~~This paid leave does not need to be taken consecutively; however, the paid~~
37 ~~leave shall be used within twelve (12) months of the qualifying event. The leave shall run~~
38 ~~concurrently with FMLA leave.~~⁶ This paid leave shall be taken in a single 6-week block
39 of time unless the Director of Schools determines that there are extenuating
40 circumstances warranting the leave to be taken incrementally; provided, however,
41 that leave may not be taken in increments less than one week. The paid leave shall be
42 used within twelve (12) months of the qualifying event.⁷

43
44

1 LEAVE FOR A SERIOUS HEALTH CONDITION⁷⁸

2 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when
3 he/she is unable to work because of a serious health condition or to care for an immediate family
4 member with a serious health condition. Granting of such leave shall be subject to the provisions of
5 applicable federal and state laws. Employees shall contact Human Resources to determine if the reason
6 for leave qualifies as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days'
7 notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon as
8 practicable, generally, either the same or next business day.

9 LEAVE FOR MILITARY FAMILY MEMBERS

10 1. *Qualifying Exigency Leave*⁸⁹ - Eligible employees are entitled to up to twelve (12) workweeks
11 of leave because of any qualifying exigency arising out of the fact that the spouse, son,
12 daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been
13 notified of an impending call to active duty, or has been notified of an impended call to active
14 duty status in the Armed Forces. Qualifying exigencies may include:

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

22
23
24 2. *Military Caregiver Leave*⁹¹⁰ - An eligible employee who is the spouse, son, daughter, parent, or
25 next of kin of a covered service member or covered veteran with a serious injury or illness is
26 entitled to up to twenty-six (26) workweeks of leave in a single twelve (12) month period. A
27 covered service member is a current member of the Armed Forces, including a member of the
28 National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is
29 otherwise in out-patient status, or is otherwise on the temporary disability retired list for a
30 serious injury or illness.

31
32 A covered veteran is an individual who was a member of the Armed Forces at any time during
33 the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy
34 that has a serious injury or illness who is currently receiving medical treatment, recuperation, or
35 therapy.

36
37 The calculation of this five (5) year period shall not include the interval of October 28, 2009
38 through March 8, 2013. The single twelve (12) month period for military caregiver leave begins
39 on the first day the employee takes leave for this reason and ends twelve (12) months later. An
40 eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to
41 provide care for a covered service member. The maximum of twenty-six (26) workweeks may
42 include no more than twelve (12) workweeks of leave that is taken for the birth and care of a
43 newborn child, for the placement of a child for adoption or foster care, for care of a parent who
44 has a serious health condition, or for the employee's own serious health condition.

1 INTERMITTENT LEAVE⁺¹⁰¹¹

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

11 RESTRICTIONS

12 1. Notice Requirements

13

14 a. *Employee Notice*⁺¹¹¹²- For foreseeable leave, the employee shall provide the Director of
15 Schools with at least thirty (30) days written notice before the beginning of the
16 anticipated leave.

17

18 b. *District Notice*- Once it has been established that the leave requested qualifies for
19 FMLA, the Director of Schools/designee shall notify the employee within three (3)
20 business days (absent extenuating circumstances) that any leave taken pursuant to state
21 leave statutes (paid vacation leave, personal leave, sick leave, or workers'
22 compensation) shall run concurrently with FMLA leave.⁺¹²¹³ The notice may be given
23 orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than
24 the following pay day.⁺¹³¹⁴

25

26 2. Certification Requirement⁺¹⁴¹⁵

27

28 a. The Director of Schools may require that a request for leave be supported by
29 certification issued by a health care provider with the following information:

30

- 31 i. The date on which the serious health condition commenced;
- 32 ii. The probable duration of the condition;
- 33 iii. The appropriate medical facts within the knowledge of the health care provider
34 regarding the condition; and
- 35 iv. A statement that the eligible employee is needed to care for the son, daughter,
36 spouse, or parent and an estimate of the amount of time that such employee is
37 needed.

38

39 b. If there is any reason to doubt the validity of the certification provided, the Director of
40 Schools may require, at the expense of the school district, an opinion of a second health
41 care provider.

42

43 3. Period Near the End of an Academic Term (Professional Employees)⁺¹⁵¹⁶

44

- a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.
- b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

10 REQUIREMENTS OF THE BOARD¹⁶¹⁷

- 11 1. The employee shall be restored to the same position of employment or an equivalent position
12 with no loss of benefits, pay, or other terms of employment.
- 13 2. The employee shall be kept under any group health plan for the duration of the leave.
- 14 3. The Board may recover the premium paid under the following conditions:
15
 - 16 a. The employee fails to return from leave after the period of leave has expired; and
 - 17 b. The employee fails to return to work for a reason other than the continuation,
18 recurrence, or onset of a serious health condition or other circumstances beyond the
19 control of the employee.

Legal References

1. [Hinson v. Tecumseh Products Co., 2000 U.S. App. LEXIS 26778, at *1—10 \(6th Cir. Oct. 17, 2000\)](#)
2. [29 USCA § 2601, 2611—2619](#)
3. [TCA 49-5-702; TCA 4-21-408](#)
4. [TCA 49-5-710\(a\)\(2\); TCA 8-50-802\(a\)\(4\)](#)
5. [29 CFR § 825.120\(a\)\(3\)](#)
6. [TCA 8-50-814](#)
7. [29 CFR § 825.113](#)
8. [29 CFR § 825.126](#)
9. [29 CFR § 825.124; 29 CFR § 825.127](#)
10. [29 CFR § 825.202](#)
11. [29 CFR § 825.302-825.304](#)
12. [29 CFR § 825.207](#)
13. [OP Tenn. Atty Gen 94-006 \(Jan 13, 1994\); Plant v. Morton International, Inc., 212 F. 3d 929, 932 \(6th Cir. 2000\)](#)
14. [29 CFR § 825.305-825.313](#)
15. [29 CFR § 825.602](#)
16. [29 USCA § 2614](#)
6. [Public Acts of 2025, Chapter No. 163](#)
7. [TCA 8-50-814; Public Acts of 2025, Chapter No. 235](#)
8. [29 CFR § 825.113](#)
9. [29 CFR § 825.126](#)
10. [29 CFR § 825.124; 29 CFR § 825.127](#)
11. [29 CFR § 825.202](#)
12. [29 CFR § 825.302-825.304](#)

Cross References

- Sick Leave 5.302
Long-Term Leaves of Absence 5.304

13. [29 CFR § 825.207](#)
14. [OP Tenn. Atty Gen 94-006 \(Jan 13, 1994\); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 \(6th Cir. 2000\)](#)
15. [29 CFR § 825.305-825.313](#)
16. [29 CFR § 825.602](#)
17. [29 USCA § 2614](#)

Washington County Board of Education

| | | | |
|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Emergency Preparedness Plan | Descriptor Code: 3.202 | Issued Date: 07/11/24 |
| | | Rescinds: 3.202 | Issued: 06/29/23 |

1 *General*

2 The Director of Schools shall be responsible for developing, maintaining, and acquiring board
3 approval of the district Emergency Preparedness Plan¹ 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 Director of Schools. When appropriate, such drills shall be held in conjunction with
8 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 no more than two (2) fire drills occurring during the first thirty (30) full days of the**
12 **school year with two (2) fire drills occurring during the first thirty (30) full days of the school year.**
13 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
14 throughout the year.²

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

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

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

24 **ANNUAL DRILLS⁵**

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

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

4 **AED DRILLS⁷**

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

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

9 **MEDICAL EMERGENCIES/PANDEMIC FLU⁷**

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

14 **REMOTE LEARNING DRILLS⁸**

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

Legal References

1. [TRR/MS 0520-01-02-.30\(2\)](#); [TCA 49-6-804](#); [TCA 49-6-805\(8\)](#)
2. [TCA 68-102-137\(b\)](#); [Public Acts of 2025, Chapter No. 315](#)
3. [TCA 68-102-137\(f\)](#)
4. [TCA 49-6-807\(e\)](#)
5. [TCA 49-6-807](#)
6. [TCA 49-2-122](#); [TCA 49-6-1208](#)
7. [TCA 49-6-3004\(a\), \(e\)](#); [TCA 49-5-404](#)
8. [TCA 49-2-139](#)

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Washington County Board of Education

| | | | |
|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Surplus Property Sales | Descriptor Code: 2.403 | Issued Date: 07/11/24 |
| | | Rescinds: 2.403 | Issued: 08/13/19 |

1 The Director of Schools shall prepare a list of unusable items for Board approval.¹ The list shall
2 contain the following information: name of item, date of purchase, and reason for disposal.

3 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general
4 circulation at least seven (7) days prior to the sale.² Notice shall also be published on a news and
5 information website in accordance with state law.³

6 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be
7 disposed of without the necessity of bids. In order for such disposal without bids, the Director of
8 Schools and the Board Chair shall agree in written form that the property is of no value or is of less
9 value than five hundred dollars (\$500).⁴

10 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district,
11 the Board shall approve other methods of disposal.⁵

12 Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall
13 approve all surplus equipment prior to the materials being disposed of at the end of the school year.

14 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁶**

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

- 18 1. Items of equipment with a current per-unit fair market value of less than \$5,000 \$10,000 may
19 be retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or
20
- 21 2. Items of equipment with a current per unit fair market value in excess of \$5,000 \$10,000 may
22 be retained or sold, and the awarding agency shall have a right to an amount calculated by
23 multiplying the current market value or proceeds from sale by the awarding agency's share of
24 the equipment.
25

Legal References

Cross References

1. [TCA 49-6-2006\(b\)\(3\); TCA 49-6-2208](#)
2. [TCA 49-6-2007\(b\)](#)
3. [TCA 1-3-120; Public Acts of 2025, Chapter No. 105](#)
4. [TCA 49-6-2007\(d\)](#)
5. [TCA 12-2-403\(a\)](#)
6. [2 CFR § 200.313\(e\)](#)

Duties of Officers 1.201
Inventories 2.702
Textbooks 4.401

| | | | |
|---|--|----------------------------------|---|
| <h1>Washington County Board of Education</h1> | | | |
| Monitoring: Review: Annually, in November | Descriptor Term: <h2 style="text-align: center;">Use of the Internet</h2> | Descriptor Code: 4.406 | Issued Date: Click here to enter a date. |
| | | Rescinds: | Issued: |

2 The Board supports the right of staff and students to have reasonable access to various information
3 formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate
4 and responsible manner.

5 EMPLOYEES

6 Before any employee is allowed use of the district's internet or intranet access, the employee shall sign
7 a written agreement, developed by the Director of Schools/designee that sets out the terms and conditions
8 of such use. Any employee who accesses the district's computer system for any purpose agrees to be
9 bound by the terms of that agreement, even if no signed written agreement is on file.

10 The Director of Schools shall develop and implement procedures for appropriate internet use which shall
11 address the following:

- 12 1. Development of the Network and Internet Use Agreement;
- 13
- 14 2. General rules and ethics of internet access;
- 15
- 16 3. Guidelines regarding appropriate instruction and oversight of student internet use;
- 17
- 18 4. A uniform signature block for use by all district employees; and
- 19
- 20 5. Prohibited and illegal activities including, but not limited to, the following:¹
 - 21 ● Sending or displaying offensive messages or pictures;
 - 22 ● Using obscene language;
 - 23 ● Harassing, insulting, defaming, or attacking others;
 - 24 ● Damaging computers, computer systems, or computer networks;
 - 25 ● Hacking or attempting unauthorized access to any computer;
 - 26 ● Violation of copyright laws;
 - 27 ● Trespassing in another's folders, work, or files;

- 1 ● Intentional misuse of resources;
- 2 ● Using another's password or other identifier (impersonation);
- 3 ● Using the network for commercial purposes; and
- 4 ● Buying or selling on the internet.

5

6 **STUDENTS**

7 The Director of Schools shall develop and implement procedures for appropriate internet use by students.
8 Procedures shall address the following:

- 9 1. General rules and ethics of internet use; and
- 10 2. Prohibited or illegal activities including, but not limited to:¹
 - 11 • Sending or displaying offensive messages or pictures;
 - 12 • Using obscene language;
 - 13 • Harassing, insulting, defaming, or attacking others;
 - 14 • Damaging computers, computer systems, or computer networks;
 - 15 • Hacking or attempting unauthorized access;
 - 16 • Violation of copyright laws;
 - 17 • Trespassing in another's folders, work, or files;
 - 18 • Intentional misuse of resources;
 - 19 • Using another's password or other identifier (impersonation);
 - 20 • Using the network for commercial purposes; and
 - 21 • Buying or selling on the internet.

23 **INTERNET SAFETY MEASURES²**

24 Internet safety measures shall be implemented that effectively address the following:

- 25 1. Limiting the content accessible by students using the internet access provided by the district to
26 content that is age-appropriate;
- 27 2. Protecting the safety and security of students when they are using electronic mail, chat rooms,
28 and other forms of direct electronic communications using internet access provided by the
29 district;
- 30 3. Preventing unauthorized access, including "hacking" and other unlawful activities by students
31 online;
- 32 4. Restricting students' access to materials harmful to them; and
- 33
- 34
- 35
- 36

1 5. Preventing students from using internet access provided by the district to access websites, web
2 applications, or software that does not protect students against the disclosure, use, or
3 dissemination of their personal information.

4 The Director of Schools/designee shall establish a process to ensure the district's education technology
5 is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall
6 include, but not be limited to:

7 1. Utilizing technology that filters, blocks, or otherwise prevents internet access (for both students
8 and adults) to material that is obscene or pornographic;³

9
10 2. Prohibiting and preventing a user from sending, receiving, viewing, or downloading materials
11 that are deemed to be harmful to minors;⁴

12
13 3. Maintaining and securing a usage log; and

14
15 4. Monitoring online activities of students.²

16 The Board shall provide reasonable public notice of and at least one (1) public hearing or meeting to
17 address and communicate its internet safety measures.²

18 A written parental consent shall be required prior to the student being granted access to electronic media
19 involving district technological resources. The required permission/agreement form, which shall specify
20 acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural
21 violations, must be signed by the parent/guardian of minor students (those under 18 years of age) and
22 also by the student. This document shall be executed each year and shall be valid only in the school year
23 in which it was signed unless parent(s)/guardian(s) provide written notice that consent is withdrawn. In
24 order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old)
25 must provide the Director of Schools with a written request.

26 Complaints alleging a violation of the internet safety measures shall be submitted to the Director of
27 Schools or his/her designee. All complaints shall be reviewed to determine how to appropriately respond.

28 **EMAIL**

29 Users with network access shall not utilize district resources to establish electronic mail accounts through
30 third-party providers or any other nonstandard electronic mail system. All data including email
31 communications stored or transmitted on school district computers shall be monitored.
32 Employees/students have no expectation of privacy with regard to such data. Email correspondence may
33 be a public record under the public records law and may be subject to public inspection.⁵

34 **INTERNET SAFETY INSTRUCTION⁶**

35 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing
36 computer resources. The Director of Schools shall provide adequate in-service instruction on internet
37 safety. Parent(s)/guardian(s) and students will be provided with material to raise awareness of the
38 dangers posed by the internet and ways in which the internet may be used safely.

1 SOCIAL NETWORKING

- 2 1. Students are prohibited from accessing social media platforms using district internet except when
3 expressly authorized by a teacher for educational purposes.⁷
- 4 2. District staff who have a presence on social networking websites are prohibited from posting
5 data, documents, photographs, or inappropriate information that is likely to create a material and
6 substantial disruption of classroom activity.
- 7 3. District staff are prohibited from accessing personal social networking sites on school computers
8 or during school hours except for legitimate instructional purposes.
- 9 4. The Board discourages district staff from socializing with students on social networking
10 websites. The same relationship, exchange, interaction, information, or behavior that would be
11 unacceptable in a non-technological medium is unacceptable when done through the use of
12 technology.

13 VIOLATIONS

14 Violations of this policy or a corresponding administrative procedure shall be handled in accordance
15 with the existing disciplinary procedures of the district.

16 VENDOR CONTRACTS⁸

17 Prior to entering into any contract for the provision of digital or online materials created or marketed
18 for kindergarten through grade twelve (K-12), the district shall obtain an assurance that the vendor
19 shall adhere to state law. This determination includes ensuring that the vendor filters, blocks, or
20 otherwise prevents access to pornography or obscenity and verifying that the technology prevents a
21 user from sending, receiving, viewing, or downloading materials that are harmful to minors.
22

1. [TCA 39-14-602](#)
2. [47 USCA § 254 \(h\)\(5\)\(A\) – \(C\), 254\(l\); 47 CFR § 54.520\(c\)\(1\)\(i\); 20 USCA § 7131; Public Acts of 2025, Chapter No. 195](#)
3. [TCA 49-1-221\(a\)\(1\)\(C\)\(i\)](#)
4. [TCA 39-17-901; TCA 49-1-221\(a\)\(1\)\(C\)\(ii\)](#)
5. [TCA 10-7-512](#)
6. [TCA 49-1-221\(a\)\(1\)\(E\)](#)
7. [Public Acts of 2025, Chapter No. 195](#)
8. [TCA 49-1-221\(c\)](#)

Use of Email 1.805

Use of Artificial Intelligence Programs 4.214

School and System Websites 4.407

Controversial Materials 4.801

Student Publications 6.704

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Washington County Board of Education

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|--|--|-----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Tobacco/Vapor Use by Students | Descriptor Code: 6.3071 | Issued Date: 02/06/25 |
| | | Rescinds: 6.3071 | Issued: 09/05/19 |

Students shall not use or have in their possession tobacco, ~~or~~ vapor products, or paraphernalia in any form on school premises, on any sponsored event or activity trips, or on school buses during school hours¹.

To “use” shall mean any holding of a lighted cigarette, cigar, pipe, or vapor product; any inhaling of the smoke of tobacco or vapor product and/or any chewing or dipping of any tobacco product.

“Possession” shall mean having in one's possession any product that contains tobacco or nicotine or any related paraphernalia (e.g. matches, lighters, spit bottles).

“School hours” shall include the period of time beginning with the first bus pickup (or arrival of car riders) in the morning and ending with the last bus drop in the afternoon.

Violations of this policy shall subject the student to penalties as indicated hereunder:

- First Offense: 1 - 5 days ISS; Bus Infractions: 1 - 5 days bus suspension and completion of cessation class*.
- Second Offense: 1 - 3 days OSS; Bus Infractions: 3 - 5 days bus suspension and completion of cessation class*.
- Third Offense: 3 - 5 days OSS and meeting with Alternative School Admin, Home School Admin, & Parent(s); Bus Infractions: 5 - 10 days bus suspension, possible loss of bus service AND **citation petition** to Washington County Juvenile Court².
- Fourth Offense: 5 - 10 days OSS, remand to Alt School for 9 weeks - 1 semester; Bus Infractions: Loss of bus privileges for at least 1 semester (remaining time if appropriate) AND **citation petition** to Washington County Juvenile Court².

*Cessation classes will be held on Saturday and require the payment of a \$25.00 fine and attendance by the parent and student. First offense result in the parent attending for the first hour of the four hour course. Second offenses result in the parent attending the full four hour course. Failure or refusal to complete the cessation class will result in a progression through the tiers of discipline.

A citation to Washington County Juvenile Court shall require the student and their parents to appear in Juvenile Court.

The Director of Schools, in cooperation with the juvenile court and local police/sheriff's department, is responsible for developing procedures for issuance of the citations, which shall include the form and content of citations and methods handling completed citations.

Parents and students shall be notified of this citation requirement at the beginning of each school year.

Legal References

1. [20 USCA § 6083](#); [TCA 39-17-1604\(6\)](#); [TCA 39-17-1503\(11\), \(12\)](#)
2. [TCA 39-17-1505](#)

Cross References

Tobacco/Vaping-Free Schools 1.803

Washington County Board of Education

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|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Interscholastic Athletics | Descriptor Code: 4.301 | Issued Date: 07/11/24 |
| | | Rescinds: 4.301 | Issued: 09/07/23 |

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

10 Interscholastic athletics shall be administered as a part of the regular school program and shall be the
11 principal's responsibility. Principals shall ensure that school regulations regarding participation in a
12 sport are reasonable. Athletic schedules shall be filed in each school principal's office. The principal or
13 his/ her designee must accompany an athletic team on trips. Transportation of teams to athletic games
14 is approved by the Board, provided the team's school reimburses the Board for mileage.

15 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and
16 control of athletics.³ The Director of Schools shall develop a code of conduct for all coaches to follow
17 in order to ensure the health and safety of athletes.⁴

18 **INSURANCE & PHYSICAL EXAMINATIONS**

19 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete
20 must provide proof of independently secured catastrophic coverage and liability coverage, with the
21 school system as a named insured, of not less than the limits set forth in state law.⁵ It shall be the
22 responsibility of the parent(s) or guardian(s) to provide health and hospitalization insurance for all
23 students participating in interscholastic athletics.

24 Prior to participation in interscholastic athletics, every student must complete an annual physical
25 examination.⁶ The parents/guardians of each student shall be responsible for covering the cost of the
26 examination, and these records shall be on file in the principal's office.

27 **SCHEDULING CONFLICTS**

28 No principal or teacher of any school under the control of the board shall dismiss his/her school or any
29 group of students for the purpose of attending the practice of any interscholastic sport during the

1 school day without written permission from the board.⁷ This does not prevent the inclusion of regular
2 physical training lessons in the daily school program.

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

7 **SEVERE WEATHER⁴**

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

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

15 **PERSONAL CONDUCT AT SPORTING EVENTS**

16 Good sportsmanship and appropriate personal conduct are expected from all student athletes, coaches,
17 and spectators.

18 In the event any student of Washington County Schools behaves in a manner that violates the Code of
19 Acceptable Behavior, the school administration will impose appropriate discipline. Additionally, if any
20 spectator, whether student or adult, behaves in a manner that results in TSSAA imposing a fine on the
21 school for unruly behavior, then any such person will be barred from attending any extracurricular
22 activities of the Washington County Schools until such fine has been reimbursed to the Board.

23 **PROHIBITION AGAINST HAZING**

24 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or
25 tolerate hazing activities.⁹

26 **HOME SCHOOL STUDENT PARTICIPATION¹⁰**

27 Home school students shall be permitted to participate in accordance with TSSAA or TMSAA
28 guidelines. If a school is not a member with these organizations, home school students that are zoned
29 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
30 students.

31 **VIRTUAL SCHOOL STUDENT PARTICIPATION¹¹**

32 Virtual school students shall be permitted to participate in accordance with TSSAA or TMSAA
33 guidelines. If a school is not a member with these organizations, virtual school students that are zoned
34 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
35 students.

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 29-20-403](#)
6. [20 USCA § 1232h\(c\); TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
7. [TCA 49-6-1002\(a\)](#)
8. [TCA 49-6-1002\(c\)](#)
9. [TCA 49-2-120](#)
10. [Public Acts of 2024, Chapter No. 639](#)
11. [Public Acts of 2025, Chapter No. 173](#)

Cross References

Special Use of School Vehicles 3.402
Student Insurance Program 3.601
Extracurricular Activities 4.300
Attendance 6.200

Washington County Board of Education

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|--|---|-----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Criteria for Admittance to Closed Enrollment Schools | Descriptor Code: 6.2051 | Issued Date: 04/11/19 |
| | | Rescinds: 6.2051 | Issued: 05/07/15 |

A closed enrollment school is a school that is currently at 90% capacity or above. All enrollments to a closed enrollment school must be approved by the Director of Schools **or the designee**. Schools that are below 90% capacity are open for enrollment. All enrollments to an open enrollment school must be approved by the school principal.

1. Student resides in the school boundary with legal guardian.

Only the residence of the parent/guardian(s) with legal custody may be used for registration. The parent/guardian will be required to provide ~~two (2) of the following items showing the parent's/guardian's name and address to~~ prove residence with one of the following documents:

- a. Rent receipt
- b. Lease agreement
- c. Purchase agreement or deed
- d. Most recent electric, water, or power bill
- e. **Residency affidavit**
- f. Family court document, which transfers guardianship of the student to an address in the school boundary in question
- g. Placed in foster care inside boundary

2. Legal guardian works inside the school building.

~~3. Special Education/IEP placement~~

4. Move to a home inside the boundary.

Student must be living in the home by completion of current semester and must provide ~~two (2)~~ **one** of the following items:

- a. Loan papers
- b. Signed valid non-contingent real estate contract
- c. Utility bill (electric, water, gas)
- d. Residency affidavit

5. Building a home inside the boundary.

Student must be living in the home by completion of current semester and must provide ~~two (2)~~ **one** of the following items:

- a. Loan papers
- b. Signed valid non-contingent real estate contract
- c. Utility bill (electric, water, gas)

d. Residency affidavit

6. Siblings of students attending a closed enrollment school may **apply for** enrollment or continue to attend the school, provided the sibling resides in the same family residence as the currently enrolled sibling. Parents must complete and submit an **extended open enrollment contract application** for approval by the Director of Schools or his/her designee. This policy extends to step-children, foster children, and adoptees. ~~This policy further extends to transferals from Jonesborough Elementary to Jonesborough.~~ Once no siblings are enrolled in a closed enrollment school, no upcoming siblings may enroll.
7. Students who do not reside inside the boundary of the closed school may submit an **extended open enrollment contract application** requesting placement at a closed school upon approval by the Director of Schools or his/her designee. Approval is contingent on space available in the student's grade level.

This policy does not apply to Pre-K students.

Washington County Board of Education

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|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Student Wellness | Descriptor Code: 6.411 | Issued Date: 09/07/23 |
| | | Rescinds: 6.411 | Issued: 11/05/20 |

1 The Board recognizes the value of proper nutrition, physical activity, and other health conscious
2 practices and the impact that such practices have on student academic achievement, health, and well-
3 being. In order to provide an environment conducive to overall student wellness, this policy shall be
4 followed by all schools in the district.¹

5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

6 All schools shall implement the CDC's Coordinated School Health approach to managing new and
7 existing wellness related programs and services in schools and the surrounding community based on
8 state law and State Board of Education CSH standards and guidelines. Washington County's
9 Coordinated School Health Coordinator shall be responsible for overseeing compliance with State
10 Board of Education CSH standards and guidelines in the school district.

11 **SCHOOL HEALTH ADVISORY COUNCIL^{2,3}**

12 A school district health advisory council shall be established to serve as a resource to school sites for
13 implementing policies and programs and develop an active working relationship with the county health
14 council. The council shall consist of individuals representing the school and community, including
15 parents, students, teachers, school administrators, health professionals, school food service
16 representatives, and members of the public. The primary responsibilities of the council include but are
17 not limited to:

- 18 1. Developing, implementing, monitoring, reviewing, and as necessary, making recommendations
19 as to physical activity and nutrition policies;
- 20
- 21 2. Ensuring all schools within the district create and implement an action plan related to all
22 School Health Index modules;
- 23
- 24 3. Ensuring that the results of the action plan are annually reported to the council; and
- 25
- 26 4. Ensuring that school level results include measures of progress on each indicator of the School
27 Health Index.

28 The State Board of Education's Coordinated School Health and Physical Activity policies shall be used
29 as guidance by the council to make recommendations. The Board will consider recommendations of
30 the council in making policy changes or revisions.

1 Additionally, each school will have a Healthy School Team consisting of but not limited to the school
2 nurse, teachers, students, parents, community members, and administrators.² The Team will hold
3 Healthy School Team meetings during the school year to assess needs and oversee planning and
4 implementation of school health efforts. The Director of Schools/designee will ensure compliance with
5 the school wellness policy, to include an assessment of the implementation of the wellness policy and
6 the progress made in attaining the policy goals. The assessment will be made available to the public.

7 **COMMITMENT TO NUTRITION**

8 All schools within the district shall participate in the USDA child nutrition programs, which may
9 include but not be limited to, the National School Lunch Program, the School Breakfast Program, the
10 Summer Food Service Program, and the After School Snack Program.^{4,5,6}

11 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate
12 time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be
13 encouraged. All food including vending machines, fundraising items, and concessions must meet
14 guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools.^{4,5,6} The
15 school principal/designee shall be responsible for overseeing the school district's compliance with the
16 State Board of Education rules and regulations for sale of food items in the school district.^{2,5,6}

17 **DISTRICT GOALS**

18 The district will promote healthy nutrition through various activities, including nutrition related
19 newsletters, informational links on the district website, healthy eating posters and bulletin boards in
20 dining areas, and informational booths at various community functions. Nutrition education will be
21 offered as part of a standards based program designed to provide students with the knowledge and
22 skills needed to promote and protect their health as outlined in the State Board of Education
23 Health Education and Lifetime Wellness Standards. Nutrition education will discourage teachers
24 from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with
25 a healthy breakfast.

26 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION⁷**

27 The Board recognizes that physical activity is extremely important to the overall health of a child.
28 Schools shall support and promote physical activity. Physical activity may be integrated into any areas
29 of the school program.

30 **Unstructured physical activity periods shall be offered in addition to the school district's physical**
31 **education program. Elementary school students shall receive a minimum of forty (40) minutes of**
32 **physical activity each full school day. Middle and high school students shall receive a minimum of**
33 **ninety (90) minutes of physical activity each full school week.**

34 Physical education classes shall be offered as part of a standards based program designed to provide
35 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All
36 physical education classes shall comply with the State Board of Education's Physical Education
37 Standards. In addition to the district's physical education program, non-structured physical activity
38 periods shall be offered as required by law.

1 Schools shall continue to offer after school sports and activities. Physical activity shall not be
2 employed as a form of discipline or punishment during scheduled curricular activities. This policy is
3 not designed to address the use of physical activity as a form of discipline for students choosing to
4 participate in extracurricular activities. The withholding of physical activity or physical education in
5 response to inappropriate behavior such as failure to complete assignments or other negative behavior
6 is not permitted. This does not refer to withholding physical activity, benching a student for a time
7 period, because of inappropriate behavior during physical education class or other organized physical
8 game/activity.

9 **MARKETING OF SMART SNACKS**

10 All food and beverage marketing within school premises, including vending machines, school stores,
11 cafeteria displays, and promotional materials, must exclusively feature items that meet the USDA's
12 Smart Snacks in School nutrition standards. Foods and beverages promoted through marketing
13 materials must be in compliance with these standards, ensuring that only nutritious and healthy choices
14 are encouraged. Food and beverage items that do not meet the Smart Snacks in School guidelines, such
15 as sugary snacks, regular sodas, and high-calorie items, shall not be advertised or promoted through
16 marketing initiatives within the school. Beverage vending machines located on school premises will
17 exclusively offer beverages that meet Smart Snacks requirements. Non-compliant beverages, such as
18 regular sodas and sugary drinks, shall not be available for purchase through school vending machines.

19 **COMMITMENT TO CURRICULUM³**

20 All applicable courses of study should be based on State-approved curriculum standards.

21 **SCHOOL HEALTH INDEX³**

22 All schools within the district shall annually administer a baseline assessment on each of the
23 recommended School Health Index modules. Results shall be submitted to the School Health Advisory
24 Council and reported to the State Department of Education.

25 **RECORD KEEPING COMPLIANCE**

26 The district's Coordinated School Health Coordinator shall ensure that records demonstrating
27 compliance with community involvement requirements are maintained. The Coordinated School
28 Health Coordinator shall additionally document that the school wellness policy and triennial
29 assessments are made available to the public.⁸

Legal References

1. TCA 49-1-1022
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 USCA § 1758b
5. TRR/MS 0520-01-06
6. 7 CFR § 210; 7 CFR § 220
7. TCA 49-6-1021

Cross References

Student Suicide Prevention 6.415

8. 7 CFR § 210.31(f)

Washington County Board of Education

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|--|--|-----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Use of Foods as Reward/Punishment | Descriptor Code: 3.5001 | Issued Date: 12/06/01 |
| | | Rescinds: | Issued: |

RECOMMEND REMOVAL OF THIS POLICY due to implementation of PBIS/RTI2B within the district. This policy is not necessary.

~~The use of low nutritive (i.e. candy and fast food coupons) as rewards for good behavior or reaching an academic or fundraising goal is not endorsed or encouraged. Foods high in nutritional value or non-food rewards are to be chosen whenever possible.~~

~~The withholding of food, regardless of nutritional value, as a consequence or punishment for inappropriate behavior is prohibited. Any food items offered to a group of students will be made available to the entire group of students present at the time.~~

Washington County Board of Education

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|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Student Records | Descriptor Code: 6.600 | Issued Date: 11/05/20 |
| | | Rescinds: 6.600 | Issued: 09/03/15 |

A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health record, attendance record, and scholarship record; shall be kept current; and shall accompany the student through his/her school career.¹

The name used on the record of the student entering the school system must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student shall be as shown on documents which are acceptable as proof of date of birth.

The name used on the records of a student entering the system from another school must be the same as that shown on records from the school previously attended unless evidence is presented that such name has been legally changed as prescribed by law.

When a student transfers to another school within the system **or to a school outside the school district**, copies of the student’s records, including the student’s disciplinary records, shall be sent to the transfer school **within five (5) business days of the date on which the student’s records request was received by the school.**²

~~When a student transfers to a school outside the system, copies of the student’s records, including the student’s disciplinary records, shall be sent to the transfer school.~~²

All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).³

ACCESS TO STUDENT RECORDS

Student records shall be confidential. Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes.⁴ A “legitimate educational interest” is the official’s need to know information in order to:

1. Perform required administrative tasks;
2. Perform a supervisory or instructional task directly related to the student’s education; and
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.

Authorized school officials may release information from or permit access to a student's education record without the parent(s) or eligible student's* prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure;⁵
2. If the disclosure is an item of directory information;⁶
3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address, and age of the child; the name and address of the person responsible for the care of the child; and the facts requiring the report;⁷
4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school system;⁸
5. When the school system has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted;⁹
6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the Internal Revenue Code;¹⁰
7. To accrediting organizations to carry out their accrediting functions;¹¹
8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s) of students or eligible students have a right to obtain copies of records transferred under this provision;¹²
9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements;¹³
10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;¹⁴
11. To the Attorney General or his designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order issued under this Act shall

not be liable to any person for that production;¹⁵

12. To any agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student.¹⁶
13. To the Secretary of Agriculture/designee for purposes of conducting program monitoring, evaluations, and performance measurements, provided that the data collected will be protected in a manner which will not permit the disclosure of personal identification of students and their parent(s)/guardian(s) by individuals other than to representatives of the organization, and that the information will be destroyed when no longer needed for the purpose for which it was conducted.¹⁹
14. To state and local authorities to whom information is specifically allowed to be reported or disclosed by state law that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.²⁰

Consent to Disclose Records¹⁷

Authorized school officials may release information from a student's education record if the student's parent(s) or the eligible student gives written consent for the disclosure. The written consent must include:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. The signature of the parent(s) or eligible student;
5. The date of the consent, and if appropriate, a date when the consent is to be terminated.

The student's parent(s) or the eligible student* may obtain a copy of any records disclosed under this provision.

RECORDKEEPING

The school system will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The system will maintain an accurate record of information it discloses and access it permits. The system will maintain this record as long as it maintains the student's education record.¹⁸

The record will include at least:¹⁸

1. The name of the person or agency that makes the request;
2. The interest the person or agency has in the information;
3. The date the person or agency makes the request; and

4. Whether the request is granted, and if it is, the date access is permitted or the disclosure is made.

** The student becomes an "eligible student" when he/she reaches age eighteen (18) or enrolls in a post-secondary school, at which time all of the above rights become the student's right.*

Legal References

1. 20 USCA § 1232g; TCA 10-7-503, 504; TRR/MS 0520-01-03-.03(13)
2. TCA 49-6-3001(c)(1)
3. TCA 49-1-701, et seq.
4. TCA 10-7-504(a)(4); 20 USCA § 1232g
5. 20 USCA § 1232g(b)(2)(B)
6. 20 USCA § 1232g(b)(2); TCA 10-7-504(a)(4)(A)
7. TCA 37-1-403
8. 20 USCA § 1232g(b)(3)
9. 20 USCA § 1232g(b)(1)(F)
10. 20 USCA § 1232g(b)(1)(H)
11. 20 USCA § 1232g(b)(1)(G)
12. TRR/MS 0520-01-03-.03(11)(e)
13. 20 USCA § 1232g(b)(1)(D)
14. 20 USCA § 1232g(b)(1)(I)
15. 20 USCA § 1232g(j); USA Patriot Act of 2001 § 507
16. 20 USCA § 1232g
17. 34 CFR § 99.30
18. 34 CFR § 99.32(a)
19. 20 USCA § 1232g(b)(1)(K)
20. 20 USCA § 1232g(b)(1)(E)

Cross References

School District Records 1.407
 Textbooks and Take-Home Instructional Technology 4.501
 Promotion and Retention 4.603
 Testing Programs 4.700
 Attendance 6.200
 Withdrawals 6.207
 Child Custody/Parental Access 6.209
 Bus Safety and Conduct 6.308
 Corporal Punishment 6.314
 Disciplinary Hearing Authority 6.317
 Admission of Suspended/Expelled Students 6.318
 AIDS 6.404

Washington County Board of Education

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|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: <h2 style="text-align: center;">Special Education Students</h2> | Descriptor Code: 6.500 | Issued Date: 11/05/20 |
| | | Rescinds: 6.500 | Issued: 05/07/98 |

Special education students between the ages of three (3) and twenty-one (21), inclusive, shall receive the benefit of a free appropriate public education. These students shall be educated with the general student population to the maximum extent appropriate and should be placed in separate or special classes only when the severity of the disability is such that education in regular classes, even with the use of supplementary aids and services, cannot be accomplished satisfactorily.¹

The educational programs provided for students with disabilities shall meet the standards of the State Department of Education and/or Federal guidelines; shall include preschool, elementary school and secondary school education; and shall be provided in conformity with an individualized education program.

Eligibility standards and options of service for special education services shall be based upon the criteria for **disabling conditions** specified in state regulations.²

Students receiving special education services **shall may** not be restrained, except as permitted by state law and regulations.^{3,4} The Director of Schools shall develop administrative procedures to govern the following:

1. Personnel authorized to use isolation and restraint;
2. Training requirements for personnel working with special education students; and
3. Incident reporting procedures.⁴

Legal References

1. TCA 49-10-103(c)
2. TRR/MS 0520-01-09-.01
3. TCA 49-10-1301 *et seq.*
4. TRR/MS 0520-01-09-.23

Cross References

- Special Education 4.202
 Compulsory Attendance Ages 6.201
 Discipline for Students Receiving Special Education 6.3161
 Alternative School Programs 6.319
 Safe Relocation of Students 6.4081

Washington County Board of Education

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|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Child Abuse and Neglect | Descriptor Code: 6.409 | Issued Date: 07/11/24 |
| | | Rescinds: 6.409 | Issued: 06/30/22 |

General

The Director of Schools shall¹

1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for the district; ~~the District Child Abuse Coordinator will submit this information to the Department of Children's Services;~~
2. Require that the Coordinators and the Alternates receive appropriate training;
3. Supply the Coordinators with all necessary resources;
4. Ensure that all employees working directly with students annually complete the child abuse training program required by state law.²

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

Each building level principal shall:

1. Designate one employee as the Child Abuse Coordinator (the CAC) and an additional employee to serve as the Alternate Child Abuse Coordinator (Alt. CAC) for each school; ~~the District Child Abuse Coordinator will submit this information to the Department of Children's Services;~~
2. Require that the CAC and the Alternate CAC receive appropriate training;
3. Supply the CAC with all necessary resources;
4. Ensure that all employees working directly with students annually complete the child abuse training program required by state law.²

~~The Coordinators and Alternates shall assist any employee with appropriately reporting and responding to instances of child abuse or child sexual abuse.~~

REPORTING

All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed immediately with the District or building-level Coordinator, the Department of Children's Services (DCS), and law enforcement.⁴ When alleged abuse involves someone employed by, previously

employed by, or otherwise affiliated with the school, the report may be made directly to the Coordinator.⁵

The report shall include, to the extent known by the reporter:⁶

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

The Director of Schools or the Coordinator shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel via training provided by the CAC and Alternate CAC.

CONFIDENTIALITY

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

INVESTIGATIONS

School administrators and employees have a duty to cooperate, provide assistance, and information in child abuse investigations⁷ including permitting DCS teams to conduct interviews while the child is at school. The principal may control the time, place, and circumstances of the interview but may not insist that a school employee be present even if the suspected abuser is a school employee or another student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the child is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

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 \(June 9, 1987\)](#)

Cross References

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

Washington County Board of Education

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|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: <b style="text-align: center;">Student Social Services | Descriptor Code: 6.407 | Issued Date: 05/07/98 |
| | | Rescinds: | Issued: |

Each school shall provide a social service program for all students through the cooperative efforts and assistance of administrators, teachers, support staff, school counselors, parents, student support services and community agencies. ~~of the principal, teachers, and guidance counselor.~~[†]

The principal and school counselors shall develop a program of social services which shall include such services and activities as:

1. Orientation of parents and students to the school program;
2. Student referral and/or welfare provisions;
3. Collection and maintenance of student data and record systems;
4. Educational information for use by students, parents and teachers;
5. Conflict resolution techniques; and
6. Referral information and/or outlets for referral for drug abuse counseling, pregnancy counseling, and psychological services.
7. Infusing study skills involving communication, problem-solving, decision-making, peer relationships, effective social skills and conflict resolution.

The classroom teacher, because of close contacts with the student shall be a key person in the social services program.

School administrators are authorized to work with recognized groups who may furnish special services to students.

Legal References

1. TRR/MS 0520-01-03-.08(1)(c)

Cross References

- Advanced College Placement 4.203
- Enrollment in College Level Courses 4.205
- Graduation Requirements 4.605
- Student Health Services 6.401
- Student Suicide Prevention 6.415

Student Records 6.600

Washington County Board of Education

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| Monitoring: Review: Annually | Descriptor Term: Student Psychological Services | Descriptor Code: 6.406 | Issued Date: 05/07/98 |
| | | Rescinds: | Issued: |

The Director of Schools shall implement a program for school psychological services that cooperates with other agencies to conduct services involving screening, assessment and programs meeting the physical, emotional and social needs of all students.¹ ~~develop a program for making psychological services available to all students.⁴ This program shall cooperate with other agencies in consultative screening and assessment services.~~

No school personnel shall conduct any mental health screenings, except as provided by law.

When providing school psychological services, school psychologists shall act in accordance with the Professional Conduct Manual for School Psychologists: The Principles for Professional Ethics of the National Association of School Psychologists.

Students have the right to privacy and confidentiality; therefore, counselors and psychologists shall protect this right by adhering to the Family Educational Rights and Privacy Act (Buckley Amendment). ~~School counselors shall respect the right of privacy of the students they counsel.~~ Confidentiality shall be maintained by school counselors and psychologists except:

1. Where there is a clear and present danger to the student or other persons:
2. To consult with another psychologist when it is in the best interests of the student; or
3. When the student and/or parent waives this privilege in writing.
4. When legal requirements demand that confidential information be revealed.

When a school counselor or psychologist is in doubt about what information to release in a judicial proceeding, they shall consult with the board attorney.

Legal References

1. TRR/MS 0520-01-03-.08(1)(c)

Cross References

Advanced College Placement 4.203
 Enrollment in College Level Courses 4.205
 Graduation Requirements 4.605
 Student Suicide Prevention 6.415

Washington County Board of Education

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| Monitoring: Review: Annually | Descriptor Term: Student Well-being & Guidance Program | Descriptor Code: 6.400 | Issued Date: 05/07/98 |
| | | Rescinds: | Issued: |

The Mental Health and Well-being Supervisor shall develop procedures, programs and plans to promote and protect the health and welfare of students. ~~Each school shall provide a guidance program for all students through the cooperative efforts of the principal, teachers, and guidance counselor.¹~~

These should provide, at a minimum, the following: ~~program of guidance services shall include such services and activities as:~~

1. Orientation of parents and students to the school program;
2. Student referral and/or welfare provisions;
3. Education on recognizing bullying behavior and strategies for preventing it;
4. Collection and maintenance of student data and record systems;
5. Classroom guidance lessons, individual counseling, and group work, focusing on academic, career, and personal/social development.
6. Student program planning and placement;
7. Career exploration, career planning, and understanding post-secondary options ~~Educational and occupational information for use by students, parents and teachers; and~~
8. ~~Scheduling student courses and resolving conflicts.~~

The development of these programs and the scope of the services provided shall be contingent on the availability of resources, both financial and otherwise.

~~The classroom teacher, because of close contacts with the student, shall be a key person in the guidance program.~~

~~The guidance departments shall provide leadership to teachers in the guidance area and help them in the selection of guidance tools and materials and in the administration and interpretation of individual or group tests.~~

Each school shall provide a guidance program for all students that enlist the cooperative efforts of administrators, teachers, school counselors, parents and community resources. The school guidance and counseling programs shall be established and operated under guidelines adopted by the Tennessee State Board of Education.

Consultation services with staff, parents, students and resource agencies shall be a primary focus of all guidance programs; moreover, school administrators and counselors are authorized to work with

recognized groups that may furnish special services to students. School counselors shall provide preventive and developmental counseling to school students in order to prepare them for school responsibilities and social and physical development.

School counselors shall facilitate the collection and maintenance of student data and record systems, direct student program planning and placement, provide educational and occupational information for use by students, parents and teachers and schedule student courses.

Legal References

1. TRR/MS 0520-01-03-.08(1)
2. TCA 49-6-1022; SBOE Policy 4.204

Cross References

Advanced College Placement 4.203
Enrollment in College Level Courses 4.205
Graduation Requirements 4.605
Student Suicide Prevention 6.415

Washington County Board of Education

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|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Student Disciplinary Hearing Authority | Descriptor Code: 6.317 | Issued Date: 07/11/24 |
| | | Rescinds: 6.317 | Issued: 11/05/20 |

The Board shall establish a Student Disciplinary Hearing Authority (SDHA) to conduct appeal hearings, if requested, for students who have been suspended, expelled, or remanded for more than ten (10) days.¹ The SDHA will have the authority to determine accountability for any disciplinary case and, subject to the provisions of T.C.A. 49-6-3401 and Board Policy Nos. 6.300 Student Code of Conduct and 6.301 Rights and Responsibilities of Students, appropriate consequences.

CONSTITUTION OF THE SDHA

The Board shall appoint a SDHA, which shall consist of nine (9) members. The Director of Schools shall recommend members of the SDHA to the Board for approval. At least one (1) SDHA member shall be a licensed employee of the district. All appointments are for a one (1) year terms and subject to reappointment. Board members shall not serve on the SDHA.² Three members of the SDHA will constitute a quorum for the hearing of any case.

The Director of Schools shall appoint a Chair of the SDHA from the members appointed by the Board. The Chair will be trained appropriately in the conduct of disciplinary hearings. *Members of the SDHA and school board will be trained regularly on their proper roles when discipline issues arise.*

If an appeal is desired, a parent, guardian, or teacher acting on the student’s behalf must request the appeal within five (5) calendar days from the first day of suspension, expulsion, or remand. The Chair shall schedule a hearing within five (5) calendar days of the request. The chair shall assign members of the SDHA to sit on the panel hearing each case. The chair is responsible for having the hearing recorded and transcribed.

The Chair shall also perform the following duties:

1. Set the time, place, and date for each hearing;
2. Maintain order and structure during each hearing; and
3. Prepare, sign, disseminate, and maintain the minutes of each meeting.

The Chair, upon receiving the notification of the request to appeal the suspension decision, shall provide written notification to the parent(s) of the student, the student, and any other appropriate person of the time, place, and date of the hearing. In no event will the hearing be scheduled more than ten (10) days after the commencement of the suspension.³

The SDHA may take the follow disciplinary actions:⁴

1. Affirm the decision of the principal;
2. Order removal of the suspension unconditionally;
3. Order removal of the suspension upon such terms and conditions as it deems reasonable;
4. Assign the student to an alternative school or program; or
5. Suspend, expel, or remand the student for a specified period of time.*

The SDHA is expected to hear the case and create a record. There is no obligation of proof for the SDHA, only a requirement to consider what is presented by the school administration and to provide an opportunity for student rebuttal if they are present at the hearing. The Chair shall provide the student, parent(s), and administration with its written decision no later than five (5) days of the hearing. As part of this notice, the Chair shall explain the right of the parties to appeal to the Director of Schools, his/her designee, or the Board. In the case of zero-tolerance offenses, the notice shall indicate that the Director of Schools has the sole discretion whether to modify the statutory 365-day suspension.

APPEAL TO THE DIRECTOR OF SCHOOLS⁵

Any student, parent, or administrator who is dissatisfied with the decision of the SDHA has the right to appeal with the Director of Schools. They shall have broad discretion to decide a student's accountability and appropriate consequences. They shall have sole discretion to modify 365-day suspensions established by state law and Board policy.

APPEAL TO THE BOARD OF EDUCATION⁵

If the student, parent, or administrator is dissatisfied with the decision of the Director of Schools, he/she may request the Board to review the decision. As part of any such review, the Director of Schools and the Chair of the SDHA shall prepare the record, a summary of the proceedings, an explanation of any decisions, and a summary of the position of the administration and the student or parent, and submit these to the Board under seal.

The Board, at its next regular meeting, shall vote whether to sustain the decision on the record, to reverse or modify the decision on the record, or to grant a new hearing. The Board does not have the jurisdiction to modify the consequences for a zero-tolerance offense.

If the Board votes to grant a new hearing, any such hearing shall be closed to the public unless the student or parent/guardian, within five (5) days, requests that the hearing be open. Any such hearing shall operate as would any SDHA hearing except that, in the event of an open hearing, the Board shall not retire or deliberate. At the conclusion, the Board may affirm or modify the decision of the Director of Schools to include the imposition of a more severe consequence.

OVERSIGHT OF THE STUDENT DISCIPLINARY PROCESS

The Director of Schools shall establish procedures pursuant to which all cases of discipline are overseen by their office. These procedures will include means whereby principals report any suspension, including in-school suspensions in excess of one day, to their office; forms whereby parents are aware of their students' suspension and their rights to appeal; and a process whereby the panels of the SDHA are aware of similar cases within the district that might serve as a precedent to ensure consistent application of the Board's Student Code of Conduct and other Board policies.

* Note: Zero-tolerance offenses as set forth in statute require mandatory calendar year expulsion unless modified by the Director of Schools.

Legal References

1. [TCA 49-6-3401\(c\)\(4\) & \(5\)](#)
2. [TCA 49-6-3401\(c\)\(4\)\(C\)](#)
3. [TCA 49-6-3401\(c\)\(4\)\(D\)](#)
4. [TCA 49-6-3401\(c\)\(5\)](#)
5. [TCA 49-6-3401\(c\)\(6\)](#)
6. [Newsome v. Batavia Local School District, 842 F.2d 920 \(6th Cir. 1988\)](#)

Cross References

Procedural Due Process 6.302
Zero Tolerance Offenses 6.309
Suspension 6.316
Alternative Education 6.319
Student Records 6.600

Washington County Board of Education

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| Monitoring: Review: Annually | Descriptor Term: Suspension/Expulsion/Remand | Descriptor Code: 6.316 | Issued Date: 07/11/24 |
| | | Rescinds: 6.316 | Issued: 11/05/20 |

DEFINITIONS:¹²

Suspension: dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

Expulsion: removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

Remand: assignment to an alternative school.

A principal or designee may suspend a student from attendance in a specific class, school related activity **on or off campus**, or from riding a school bus without suspending the student from attendance at school. Based on the severity of the offense, a principal may suspend a student from attendance at school and all school activities.

Students may be suspended for good and sufficient reasons including, but not limited to:¹

1. Willful and persistent violation of the rules of the school;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school or the property of any person attending or assigned to the school;
5. Inciting, advising, or counseling of others to engage in any of the actions that would justify suspension;
- ~~6. Marking, defacing, or destroying school property;~~
7. Possession of a pistol, gun, or firearm on school property;²
8. Possession of a knife or other weapons as defined in state law, on school property;³

9. Assaulting a principal, teacher, school bus driver, or other school personnel with vulgar, obscene, or threatening language;
10. Unlawful use or possession of barbitol or legend drugs, as defined in state law;⁴
11. Engaging in behavior which disrupts a class or school-sponsored activity;
12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly explosive or destructive device including chemical weapons on school property or at a school-sponsored event; or an invalid threat of mass violence;⁵
13. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
14. Assault against a school employee as defined in state law;⁶
15. Off-campus criminal behavior resulting in felony charges;
16. When behavior poses a danger to persons or property or disrupts the educational process;
17. Any other conduct prejudicial to good order or discipline in any school; and
18. Any misconduct described more particularly in the Student Code of Conduct or Zero Tolerance policies, or any misconduct that violates the law.

PROCEDURES FOR SUSPENSIONS

Except in an emergency, no principal shall suspend any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

If, as a result of an investigation, a principal/designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense of, may have been facing the threat of imminent danger of death or serious bodily injury, then the student may not face any disciplinary action.⁵

When a student is suspended, the principal shall notify the parent(s)/guardian(s) and the Director of Schools/designee of:

1. The suspension;
2. The cause for the suspension; and
3. The conditions for readmission, which may include a meeting of the parent(s)/guardian(s), student, and the principal.

The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.

IN-SCHOOL SUSPENSION⁷

For purposes of this policy, in-school suspensions include any removal of a student from a regular class or classes and assigning that student to a restricted class or some other program at the same school.

In-school suspension shall be offered to students as an alternative program to complete academic assignments and receive credit for work completed.

Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

SUSPENSIONS LONGER THAN FIVE DAYS⁸

If a suspension is longer than five (5) days, whether in-school or out-of-school, the principal shall develop and implement a plan for improving the student's behavior. If the student is one with a disability, the principal shall notify the ~~Chief Student Support Officer Assistant Director of Schools for Special Education~~.

SUSPENSIONS LONGER THAN TEN DAYS⁹

If the principal suspends a student for longer than ten (10) days, he/she shall immediately give written notice to the parent(s)/guardian(s) and the student of the right to appeal the decision. All appeals shall be filed within five (5) days of receipt of the notice. These appeals may be filed by the parent(s)/guardian(s), the student, or any person holding a teaching license who is employed by the school district, if requested by the student.

The appeal from this decision shall be to the ~~Student Disciplinary Hearing Authority (SDHA)~~ appointed by the Board. If an ~~SDHA Disciplinary Hearing Authority~~ has not been appointed, then the appeal shall be to the ~~Director of Schools Board~~.

If a student is suspended during the last ten (10) days of any term or semester, he/she shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.⁶

Students found to be eligible for special education shall only be suspended in accordance with the Board Policy No. 6.3161 governing such suspensions.

SCHOOL-SPONSORED EVENTS⁶

If a student assaults an employee, he/she shall be suspended from school-sponsored events for one (1) calendar year unless modified by the Director of Schools. A school-sponsored event is an activity that is not directly related to a student's grade in a course of instruction.

1. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
 2. TCA 39-17-1309(b)
 3. TCA 39-17-1309
 4. TCA 53-10-101; TCA 39-17-454
 5. Public Acts of 2024, Chapter No. 882
 6. Public Acts of 2024, Chapter No. 915; TCA 39-13-101
 7. TCA 49-6-3401(i)
 8. TCA 49-6-3401(d)
 9. TCA 49-6-3401(b)
 10. TCA 49-6-3401(c)(3)
 11. TCA 49-6-3401(a)-(c); *Goss v. Lopez*, 419 U.S. 565 (1975); 20 USCA § 1415
 12. TCA 49-6-3007
- Traffic and Parking Controls 3.403
Code of Conduct 6.300
Procedural Due Process 6.302
Interference/Disruption of School Activities 6.306
Drug-Free Schools 6.307
Bus Safety and Conduct 6.308
Zero Tolerance Offenses 6.309
Dress Code 6.310
Student Disciplinary Hearing Authority 6.317
Alternative Education 6.319

Washington County Board of Education

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| Monitoring: Review: Annually | Descriptor Term: Use of Personal Communication Devices and Electronic Devices | Descriptor Code: 6.312 | Issued Date: 10/27/20 |
| | | Rescinds: 6.312 | Issued: 01/06/11 |

~~Recognizing that cellular phones have proven to be helpful in emergency situations, the following will be in place for students:~~

- ~~1. Cellular phones will not be used by students during the instructional day. Cellular phones will be turned off during the school day so that incoming signals will not disrupt instruction except as authorized by the director of schools.~~
- ~~2. Only in the event of an emergency situation or with the permission of the principal or a school authority may a student use a cellular phone during any part of the instructional day except as authorized by the director of schools.~~
- ~~3. Use of a cellular phone will be guided by the same provisions regulating use of other phones in the building for students.~~
4. Cellular phones will not be allowed to present a distraction or create a disruption to the instructional process by students.

General¹

Students are permitted to use wireless communication devices in certain limited situations. Wireless communication devices include any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, such as wearable technology, cell phones, tablets, and gaming devices.

A student may be permitted to utilize a wireless communication device under the following circumstances:

1. In case of emergency;
2. When authorized by a teacher for educational purposes;
3. To manage the student's health, as documented in the student's individual healthcare plan;

4. When the possession or use is required by the student's individual education program (IEP), 504 plan, or individual learning plan (ILP); or
5. When the device is being used by a student with a disability for the operation of assistive technology to increase, maintain, or improve the student's functional capabilities.

GRADES PreK - 8

Students may possess wireless communication devices so long as such devices are silenced and stored for the entirety of the school day unless one of the exceptions above applies.

GRADES 9 - 12

Students may possess wireless communication devices so long as such devices are silenced and stored during instructional time. During breaks throughout the school day, students may use wireless communication devices.

PENALTIES

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parent(s)/guardian(s). A student in violation of this policy is subject to disciplinary action.

EMERGENCY COMMUNICATION PLAN

In the event of an emergency or possible emergency occurring at school, parent(s)/guardian(s) shall be alerted by **Rooms (district/school notification system)**.¹

Legal References

1. [Public Acts of 2025, Chapter No. 103](#)

Cross References

Code of Conduct 6.300

Washington County Board of Education

| | | | |
|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation | Descriptor Code: 6.304 | Issued Date: 03/20/18 |
| | | Rescinds: 6.305 | Issued: 01/07/10 |

The Washington County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination ([including the definition of antisemitism found in policy 4.100](#)), harassment, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students, students' behaviors, third parties, and third parties' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

[The Director of Schools shall develop forms and procedures to ensure compliance with the requirements of this policy and state law.](#)

DEFINITIONS

Bullying/Intimidation/Harassment - An act that [substantially](#) interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.²

“Hazing” does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

~~Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator.³ All school employees are required to report alleged violations of this policy to the principal or his/her designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.~~

~~Any individual who has knowledge of behaviors that may constitute a violation of this policy shall promptly report such information to the principal or designee.⁶~~

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal or his/her designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal or his/her designee shall initiate an investigation within forty-eight (48) hours of receipt of the report.⁴ ~~If a report is not initiated within forty-eight (48) hours, the principal or his/her designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁴ If an investigation is not initiated within forty-eight (48) hours, the principal or designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁷~~ The principal or designee shall immediately notify the parent(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal or designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal or designee when deemed appropriate.⁸

~~The principal or his/her designee shall notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal or his/her designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal or his/her designee when deemed necessary.^{1,4}~~

The principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

1. It places the student in reasonable fear or harm for the student's person or property;
2. It has a **substantially** detrimental effect on the student's physical or mental health;
3. It has the effect of **substantially** interfering with the student's academic performance; or
4. It has the effect of **substantially** interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal or his/her designee shall conduct a prompt, thorough, complete, and **impartial complete** investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.⁴ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal or his/her designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.⁴ Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 USCA § 1232g⁹, a written report on the investigation ~~and the outcome of the investigation~~ will be delivered to all parties ~~the parents of the complainant, parents of the accused students,~~ and to the Director of Schools.

RESPONSE AND PREVENTION¹⁰

~~School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation and to prevent a recurrence of the incident.~~

~~The principal or designee shall consider the nature and circumstances, the age of the individual, the degree of harm, previous incidences, or patterns of behavior, or any other factors, as appropriate, to properly respond to each situation. A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. The student may appeal this decision in accordance with disciplinary policies and procedures.~~

~~An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the complaint manager. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.~~

Remedial action shall be taken to address any impact on the complainant, any witnesses, and the student body, if needed, and to prevent future occurrences of the above-referenced offenses.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal or his/her designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the Director of Schools and the chair of the board.¹¹ ~~of education.~~

By July 1 of each year, the Director of Schools or his/her designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board ~~of education~~ at its regular July meeting, and it shall be submitted to the state department of education by August 1.

~~The Director of Schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.~~

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the ~~principal or designee administrator~~ after consideration of the nature, severity, and circumstances of the act.~~†3~~

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including ~~suspension and~~ expulsion.

Legal References

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686; Public Acts of 2025, Chapter No. 293
2. TCA 49-6-4503(b)(11)
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503(b)(2), (13)
5. TCA 49-2-120
6. TCA 49-6-4503(b)(5)
7. TCA 49-6-4503(b)(6)
8. TCA 49-6-4503(b)(14)
9. 20 USCA § 1232g
10. TCA 49-6-4503(b)(4), (7)-(8)
11. TCA 49-6-4503(d)(3)
12. TCA 49-6-4503(c)(2)(B)
13. TCA 49-6-4503(b)(9)
14. TCA 49-6-4503(b)(10)

Cross References

Appeals to and Appearances Before the Board 1.404
 Section 504 and ADA Grievance Procedures 1.802
 Staff-Student Relations 5.610
 Student Goals 6.100
 Title IX & Sexual Harassment 6.3041
 Code of Conduct 6.300
 Student Complaints and Grievances 6.305
 Reporting Child Abuse 6.409
 Emergency Contact Information 6.410
 Student Suicide Prevention 6.415

Washington County Board of Education

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|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Interrogations and Searches | Descriptor Code: 6.303 | Issued Date: 11/05/20 |
| | | Rescinds: 6.303 | Issued: 05/07/98 |

INTERROGATIONS QUESTIONING BY SCHOOL PERSONNEL

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student. Any student answering falsely or evasively or refusing to answer a question may be subject to disciplinary action, including suspension.

If a student is suspected or accused ~~misconduct or infraction of the student code of conduct of any offense committed in school during school hours or on school property at any time~~ the principal may interrogate the student without the presence of parent(s)/guardian(s) and without giving the student constitutional warnings.

INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

If the principal has requested assistance by law enforcement to investigate a crime involving his/her school, the police may interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise. However, the interrogation may proceed without attendance of the parent(s)/guardian(s), and the principal or his/her designee shall be present during the interrogation.

The use of police women or female staff members is desirable in the interrogation of female students.

POLICE-INITIATED INTERROGATIONS

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation and inform him/her of the probable cause to investigate within the school. The principal shall make reasonable effort to notify the parent(s)/guardian(s) of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal or his/her designee shall be present during the interrogation.

SEARCHES BY SCHOOL PERSONNEL

The school principal shall authorize all searches at the outset per state law.² All principal initiated searches shall be conducted by a school security officer or a school administrator who has completed

~~the state required training.³ Any principal having reasonable suspicion may search any student, place, or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (*Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons*), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:~~

- ~~1. Evidence of any violation of the law;~~
- ~~2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;~~
- ~~3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.~~

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance, and search. ~~*Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.*~~

~~*Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search. Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search.*~~

~~A student may be subject to physical search or a student's pocket, purse, or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member, or other student if such action is reasonable to the principal.~~

1. All of the following standards of reasonableness shall be met:
 - a. A particular student has violated policy;
 - b. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon, drugs, or drug paraphernalia;
 - c. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students;
 - d. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
 - e. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.
2. A school administrator shall be on-site at any principal-initiated search;
3. A school administrator shall oversee the search and may end the search at any time; and
4. If a student is under the age of eighteen (18), the principal must notify the student's parent or guardian within a reasonable time of the search³

School officials may conduct hand-held or walk-through metal detector checks of a student's person or personal effects.

If a school resource officer searches a student, based on having probable cause, the principal shall notify the Director of Schools/designee.⁴

SEARCHES BY POLICE

~~If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for drugs, weapons, or items of an illegal or prohibited nature.~~

~~If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance, and procedures to obtain and execute a search warrant shall thereafter be followed.~~

~~The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.~~

Legal References

1. TCA 49-6-4201 to 4219
2. TCA 49-6-4204(a); TCA 49-6-4205(a)
3. Public Acts of 2025, Chapter No. 244
4. State v. R.D.S., No. M200801724COAR3JV, 2009 WL 2136324, at *1 (Tenn. Ct. App. July 16, 2009)

Cross References

- Traffic and Parking Controls 3.403
- Procedural Due Process 6.302
- Child Abuse and Neglect 6.409

Washington County Board of Education

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|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Transfers Within the System | Descriptor Code: 6.206 | Issued Date: 04/11/19 |
| | | Rescinds: 6.206 | Issued: 06/04/15 |

***INFORMATION INCLUDED IN 6.205**

~~Transfer students will meet the same enrollment requirements as new students.~~

~~Up to two (2) weeks prior to the beginning of the school year, a student may choose to attend a school within the system other than the one which is served by the bus route of their residence unless enrollment is restricted by the Board.*** However, the student must provide his/her own transportation to and from the school, and the student's parents/guardians must complete and submit an extended enrollment contract for approval by the director of schools or his/her designee.†~~

~~After a student has enrolled in one (1) school within the system, he/she will not be permitted to transfer to another school unless there is a change in residence of the student's parents or guardian outside the area in which the student enrolled. The parent or guardian may appeal to the board within ten (10) days of the placement.‡ Any exception to this policy must be brought before the director of schools for evaluation and decision.~~

~~Students whose families transfer their residence to another school area after the first twenty (20) days of school may complete the highest grade offered at their former school. Students who present evidence that they will move during the school year and who desire to enroll in a new school in a new area may do so with prior written request for a change of school area. The director of schools may grant other exceptions to this policy for good and sufficient reasons.~~

~~Principals shall allow credit for work transferred from other schools only when substantiated by official transcripts or successful completion of comprehensive written examinations approved, administered, and graded by the principal or his/her designated representative.‡~~

~~***Not effective in event of federally-mandated desegregation order.~~

Legal References

1. TCA 49-2-128
2. TCA 49-6-3201

Cross References

Student Assignments 6.205

3. TRR/MS 0520-01-03-.03(9)

Washington County Board of Education

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|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: <h2 style="text-align: center;">Open Enrollment</h2> | Descriptor Code: 6.205 | Issued Date: 04/11/19 |
| | | Rescinds: 6.205 | Issued: 06/04/15 |

TO SCHOOLS

Students, including those in kindergarten, shall attend the school to which they are assigned by the bus route serving their residence.^{1,3} ~~Students will enroll in the school of the appropriate grade zoned for their resident.~~^{1,3}

If a student's place of legal residence moves from one school to another, the student will not be required to transfer to a new school and may maintain enrollment at the original school through the highest grade offered at that school, so long as the parents provide transportation to and from the school and upon approval by the Director of Schools or his/her designee. Parents would be required to complete and submit an ~~extended~~ open enrollment contract for approval to the Director of Schools or his/her designee. ~~Students who present evidence that they will move during the school year and who desire to enroll in a new school in the new area may do so with prior written request for a change of school area.~~

~~Parents who would like to request their child(ren) attend a county school outside the zone for which their child is assigned must apply for open enrollment. Enrollment spaces at each school will be determined annually based on projected enrollment for the upcoming school year and the capacity of each school and grade level. During the Open Enrollment period, enrollment numbers will be monitored, and the number of available seats may be adjusted as needed to meet state requirements. If the number of enrollment requests exceeds the available spaces at any school or grade level, a lottery process will be used to assign placements. Students who are not selected through the lottery will be placed on a waiting list for possible future enrollment. Parents may elect to enroll their children in any school in the school system provided that the parent provides transportation to and from that respective school and proved that such choice does not cause overcrowding in the chosen school or enrollment has not been restricted by the Board. Parents would be required to complete and submit an extended enrollment contract for approval to the director of schools or his/her designee.~~

Parents who are dissatisfied with the assignment of their children may, within ten (10) days after the assignment, make application to the Board for a hearing requesting a transfer to another school.²

The open enrollment period process shall be completed before other nonresident transfers are approved.

~~Assignment of special education students may be modified when special services are not available at the school of their residence.~~

POST ENROLLMENT⁵

Once accepted, the student shall provide his/her own transportation to and from the school. The student must maintain satisfactory attendance, behavior, and effort to remain in the new school.

The Director of Schools or the designee may grant other exceptions to this policy for good and sufficient reasons.

Principals shall allow credit for work transferred from other schools only when substantiated by official transcripts or successful completion of comprehensive written examinations approved, administered and graded by the principal or his/her designated representative.⁶

TRANSFERS

After a student has enrolled in one (1) school within the system, he/she will not be permitted to transfer to another school unless there is a change in residence of the student's parent/guardian outside the area in which the student enrolled. The parent/guardian may appeal to the Director of Schools or designee within ten (10) days of the placement.² Any exception to this policy must be brought before the Director of Schools for evaluation and decision.

TO CLASSES

The principal shall be responsible for assigning all students to classes.

Students who enter the system from another school system are to be placed by the principal in the grade and/or level as indicated by records from the former school. If the student's placement is inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade level. Parents shall be kept advised.

The principal shall separate an alleged victim of child sexual abuse from an alleged perpetrator if the abuse allegedly occurred while the child was under the supervision or care of the school. If available and appropriate, a child shall be reassigned if a request is made by the child's parent or custodian and the perpetrator has been: (1) substantiated by the department of children's services; (2) adjudicated by a juvenile court to have committed the child sex abuse; or (3) criminally charged.³

Legal References

1. TCA 49-6-3102; TCA 49-6-3103
2. TCA 49-6-3201
3. PL 107-110, Part C, Section 1031
"McKinney-Vento Homeless Education Act"
4. TCA 49-6-3102(h)
5. TCA 49-2-128
6. TCA 49-6-3113

Cross References

- Transfers Within the System 6.206
- Criteria for Admittance to Closed Enrollment Schools 6.2051
~~Extended Enrollment Contract 6.205E~~

Washington County Board of Education

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|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually | Descriptor Term: Attendance of Non-Resident/Contract Students | Descriptor Code: 6.204 | Issued Date: 04/11/19 |
| | | Rescinds: 6.204 | Issued: 01/05/17 |

Parents or legal guardians who reside outside the boundaries of the Washington County Schools may make application to the Director of Schools to enroll their child(ren) as contracted students.¹ The Director or designee shall review each application by taking into consideration applicable law and the impact on the school system. Contract students not guaranteed admission may be accepted if space is available.³ Students residing outside the boundaries of the school system may attend schools within the school system under the following conditions:

1. The student’s parent or guardian must complete and submit a contracted enrollment application to the Director of Schools or his/her designee.
2. The non-resident student must be approved by the Director of Schools or designee.¹
3. Non-resident students may make application to enroll at any point during the school year without the consent or approval of the student’s home school district.¹
4. When approved by the Director of Schools or his/her designee for a specific school, ~~enrollment at that school will be guaranteed until the student leaves the last grade in that school~~ students on contract will be expected to maintain satisfactory attendance, academic progress, and conduct throughout the school year or risk losing their contract. Losing a contracted enrollment would result in the student being dropped from Washington County Schools and returning to their assigned school district.
5. During this period of time, siblings of the student will be assured of enrollment at the same school as long as an extended enrollment contract has been approved and is on file for each non-resident student.
- ~~6. If an employee of Washington County Schools has a residence outside the school system, his/her children may be allowed to attend if an extended enrollment contract has been completed and approved by the director of schools or designee.^{2,3}~~

GUARANTEED ADMISSION

A student whose parent (1) works at a school within the Washington County Schools and (2) resides outside the System boundaries is guaranteed acceptance as a contract student at the school at which the parent works (provided that the school represents an educationally appropriate

placement). Applications under guaranteed admission are subject to all applicable regulations, requirements and procedures.

ADMISSION PRIORITY

1. The student is zoned for the school of attendance.
2. The student's parent works at the school of choice.
3. Student attended the school of choice the previous school year through open enrollment or contract.
4. The student has sibling(s) who are attending the school of choice through open-enrollment or contract.
5. All other students residing in Washington County Schools.
6. Students who live outside the Washington County Schools zone - Contract Enrollment.

TRANSPORTATION

WCS does not provide transportation to student are accepted as contract students.

Legal References

1. TCA 49-6-3104
2. TCA 49-6-3113; TCA 49-6-3103
3. TCA 49-1-104

Washington County Board of Education

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| Monitoring: Review: Annually | Descriptor Term: <h2 style="text-align: center;">Attendance</h2> | Descriptor Code: 6.200 | Issued Date: 07/11/24 Revised 06/18/2025 |
| | | Rescinds: 6.200 | Issued: 09/07/23 |

General

Attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session.

The Director of Schools/designee shall ensure this policy is posted in each school building and disseminated to all students, parent(s) teachers, and administrative staff.

The Director of Student Attendance and Access shall oversee the entire attendance program which shall include:¹

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school-age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.²

This policy and the related procedures in no way supersede state or federal laws relative to school attendance. Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent(s)/guardian(s).³

Absences shall be classified as either excused or unexcused as determined by the principal/designee.

Excused absences shall include:⁴

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;⁵
6. Pregnancy;
7. School-endorsed activities;
8. Summons, subpoena, or court order; or

9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:⁶

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign-in/sign-out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

TRUANCY

Annually, the Director of Schools/designee will provide written notice to parent(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school district provides transportation, unexcused absences from these programs shall be reported in the same manner.⁷

Excuses for absences must be made in writing to the principal or administrative designee by a parent or guardian and must be submitted within five (5) days of the student's return to school. All absences, and/or corrections to absences must be recorded within the respective 20-day attendance reporting period or no later than ten (10) days following the end of each 20-day attendance reporting period.

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences or request an attendance hearing, then the Director of Schools shall implement the progressive truancy plan described below prior to referral to juvenile court.

*Progressive Truancy Plan*⁸

Tier I (one) of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. Tier I intervention will apply to all students within the district and include school-wide prevention-oriented supports to assist with satisfactory attendance. It may include one or more of the following strategies:

1. A copy of the system-wide calendar is sent home at the beginning of the school year;
2. The attendance policy is placed in the Student Handbook;
3. Letters are sent to every student who missed 10+ days during the previous school year;
4. At every absence, an automated call/text or email is delivered to the student's primary contact number.

Tier II (two) of the progressive truancy plan shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the following:

1. A conference with the student and the student's parent(s)/guardian(s);

2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.
3. Regularly scheduled follow-up meetings to discuss the student's progress; and
4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III shall be implemented if the student has acquired additional unexcused absences.

1. Truancy Board will review the case with the family and make the appropriate referrals to community-based services, such as: counseling, parenting classes, in-home services, etc.
2. The case is reviewed with the family every 30 days until the end of the contract.

If a student has further unexcused absences or fails to comply with the contract after progressing to Tier III, a petition is filed with Juvenile Court.

If the parent/student refuses to participate in any part of the plan, the process will stop and a truancy petition is filed.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the director of Schools/designee

NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹

A principal/designee may excuse a student to participate in non-school sponsored extracurricular activities. The principal shall document the approval in writing and shall excuse no more than ten (10) absences each school year. No later than seven (7) business days prior to the student's absence, the student shall provide documentation to the school as proof of the student's participation along with a written request for the excused absence from the student's parent/guardian. The request shall include the following:

1. Student's name and personal identification number;
2. Student's grade;
3. The dates of the student's absence;
4. The reason for the student's absence; and
5. The signatures of the student and parent/guardian.

RELEASED TIME COURSE¹⁰

A principal/designee may excuse a student to attend a course in religious moral instruction for up to one (1) class period per school day. Students shall not be excused during any class which requires an examination for state or federal accountability purposes.

Students shall only be permitted to attend courses provided by entities that certify in writing that they have complied with the background check requirements outlined in state law.¹³ The student shall

submit a written consent form signed by the student's parent/guardian prior to participation in the released time course. The principal/designee shall document the approval in writing. The student shall provide documentation to the principal/designee as proof of the student's participation in the released time course.

The district shall not be responsible for transporting students to and from the place of instruction.

Upon submission of the student's transcript from the entity that provided the released time course, the student may be awarded one (1) unit of elective credit. The Director of Schools shall develop procedures with secular criteria for determining whether credit shall be awarded.]

MAKE-UP WORK

Any student whose absence is unexcused or excused shall be expected to make up work missed or due on dates of absence.

All missed class work or tests from absences may be made up provided that the student makes the request immediately upon returning to school and provided class time is not taken from other students.

STATE-MANDATED ASSESSMENT

Students who are absent the day of the scheduled end-of-course (EOC) exams shall present a signed doctor's excuse or shall have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam.

Students who have an unexcused absence shall receive a failing grade on the EOC exam, which shall be averaged into their final grade.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.¹¹ If attendance is a factor prior to credit/promotion denial, the following shall occur:

1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of credit/promotion denial due to excessive absenteeism; and
2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION²

A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any semester shall be ineligible to retain a driver's permit or license.

ATTENDANCE HEARING¹²

Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to

address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee. The action of the Board shall be final.

Legal References

1. [TCA 49-6-3006](#)
2. [TCA 49-6-3017\(c\)](#)
3. [20 USCA § 1232g](#)
4. [TRR/MS 0520-01-02-.17\(5\)](#); [State Board of Education Policy 4.100](#)
5. [TCA 49-6-2904\(b\)\(5\)](#)
6. [TCA 49-6-3007](#)
7. [TCA 49-6-3021](#)
8. [TCA 49-6-3007](#); [TCA 49-6-3009](#)
9. [TCA 49-6-3022](#)
10. [TCA 49-2-130](#)
11. [TCA 49-2-203\(b\)\(7\)](#); [TCA 49-6-3002\(b\)](#)
12. [TRR/MS 0520-01-02-.17\(7\)](#)
13. [Public Acts of 2025, Chapter No. 401](#)

Cross References

School Calendar 1.800
 Extracurricular Activities 4.300
 Interscholastic Athletics 4.301
 Field Trips/Excursions/Competitions 4.302
 Reporting Student Progress 4.601
 Promotion and Retention 4.603
 Recognition of Religious Beliefs, Customs, & Holidays 4.803
 Voluntary Pre-K Attendance 6.2011
 Homeless Students 6.503
 Students in Foster Care 6.505
 Students from Military Families 6.506
 Student Records 6.600

Washington County Board of Education

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| Monitoring: Review: Annually | Descriptor Term: <b style="text-align: center;">Homebound Instruction | Descriptor Code: 4.206 | Issued Date: 11/07/19 |
| | | Rescinds: 4.206 | Issued: 11/13/18 |

The homebound instruction program is for students who, because of a medical condition, are unable to attend the regular instructional program.¹ The homebound instruction program shall consist of **at least three (3) hours of instruction per week while school is in session** ~~for a time determined, on a case-by-case basis, by the district.~~

To qualify for this program, a student shall have a medical condition that will require the student to be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10) instructional days for a student who has a chronic medical condition. The student shall be certified by his/her treating physician as having a medical condition that prevents him/her from attending regular classes. The services provided to the homebound student shall reflect the student’s capabilities and be determined by the homebound instructor, after consultation with appropriate professional staff of the student’s assigned school.

Recertification shall be obtained after the expiration of each period of homebound instruction if the student’s treating physician certifies, in writing, that the student has a medical condition that prevents him/her from returning to regular classes.

The Director of Schools, **Director of Student Attendance and Access**, or designee may authorize homebound placement for extenuating circumstances.

HOMEBOUND PROGRAM FOR PREGNANT STUDENTS¹

The homebound instruction program for pregnant students shall consist of three (3) hours of instruction per week for a period of six (6) weeks.

The student’s physician shall recommend, in writing, the six-week period for which the student shall be eligible for homebound instruction.

A homebound instruction program for longer than the six (6) week period shall only be provided to a student who is certified in writing by her physician every two (2) weeks as having health complications arising from the pregnancy that prevent her from returning to regular classes.

Legal References

Cross References

1. TCA 49-10-1101; TRR/MS 0520-01-02-.10

Alternative Credit Options 4.209
Student Communicable Diseases 6.403
Acquired Immune Deficiency Syndrome 6.404

Washington County Board of Education

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| Monitoring: Review: Annually | Descriptor Term: Special Education | Descriptor Code: 4.202 | Issued Date: 11/13/18 |
| | | Rescinds: 4.202 | Issued: 05/10/10 |

The board shall provide access to a free appropriate public education (FAPE) to all disabled children ages 3-21, inclusive, residing within the jurisdiction of the school system. The plan for implementation of appropriate instruction and special education services shall be in accordance with the current *Rules, Regulations, and Minimum Standards* of the State Board of Education,¹ and state² and federal³ law.

~~The board shall develop and periodically update a local plan for providing special education services for disabled students. Specifically,~~ The board shall ensure the following:

1. All disabled children living within the school system receive a free and appropriate public education and the services to meet their unique needs; and
2. The rights of disabled children and their parents are protected.
3. ~~The Board shall adhere to all state and federal requirements for class size for all classrooms and all children, including children with disabilities.~~

The plan shall seek to accomplish the following objectives:

1. To carry out a comprehensive screening and assessment plan emphasizing the early identification and evaluation of disabled students.
2. To use the Individual Education Program Team (IEP Team) for reviewing assessment, formulating programming, and determining placement for every disabled student, including review of proposed suspensions when appropriate, in accordance with the State Board of Education *Rules, Regulations, and Minimum Standards*;
3. To ensure that placements are made to educate disabled children with typical, same- age peers ~~non-disabled~~ to the extent appropriate ~~and with age-appropriate peers~~;
4. To provide each disabled child with an individual educational program (IEP) specifically designed to meet his/her unique needs;
5. To provide continuing evaluation of each disabled child's progress, including at least annual review of each IEP and complete re-evaluation at least every three (3) years;
6. To ensure that procedural safeguards required by state and federal laws are adhered to; and
7. To involve parents of disabled children in a meaningful dialogue with school personnel which will begin with an initial referral and continue throughout the student's educational career.

~~To ensure that provisions of FAPE according to state law and the Individuals with Disabilities Education Act (IDEA) are being met, the district shall:~~

- ~~Ensure that education placement decisions for all students, including students with disabilities, are made based on the instructional needs of the students.~~

- Provide joint professional development and training for general education and special education teachers (models, strategies and interventions) for maintaining an inclusive classroom.
- Facilitate interactive planning sessions with special education and general education teachers, as well as instructional assistants, regarding each student's Individual Educational Plan (IEP).
- Provide training for general education teachers regarding modifications and accommodations to the IEP.
- Ensure all students in the general education classroom have access to the standard textbooks and instructional materials used in the class and provide, as needed, alternative or supplemental materials.
- Provide resources, supports, supplemental aids and materials necessary for students to progress in the general curriculum and to be successful in the general education classroom (e.g., assistive technology devices and services, paraprofessional support, adaptations in the classroom).
- Provide the technical assistance needed to general education teachers to address the needs of individual students.
- Provide training for paraprofessionals to ensure they acquire the knowledge and skills necessary to assist students in the general education classroom.

Students receiving special education services shall not be restrained, except as permitted by law and outlined in the Individual Education Plan (IEP).

Legal References

1. TRR/MS 0520-01-09
2. TCA 49-10-101 et seq.
3. Education of Individuals with Disabilities, 20 U.S. C. Sections 1400-1485; Section 504 of the Rehabilitation Act of 1973 (Note: Section 504 of the Rehabilitation Act of 1973 has been interpreted by the courts to protect individuals with contagious diseases.)

Cross References

Compulsory Attendance Ages 6.201
Alternative School Program 6.319
Student Communicable Diseases 6.403
Acquired Immune Deficiency Syndrome 6.404
Special Education Students 6.500

Washington County Board of Education

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| Monitoring: Review: Annually | Descriptor Term: <h2 style="text-align: center;">Instructional Goals</h2> | Descriptor Code: 4.100 | Issued Date: 11/08/18 |
| | | Rescinds: 4.101 | Issued: 05/07/98 |

General

The Board shall not discriminate on the basis of race, color, religion, sex, national origin, or disability in its instructional program or activities.¹ Discrimination shall include antisemitism, defined as a certain perception of Jews, which may be expressed as hatred toward Jews including, but not limited to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.²

GOALS

The board approves the following instructional goals for students:

- To acquire the knowledge and attitude necessary to achieve and maintain good physical and mental health;
- To develop the skills necessary to function as a self-directed person;
- To develop the capacity to cope with change through an understanding of the arts, humanities, and scientific processes;
- To know the principles involved in making moral and ethical choices;
- To develop the basic skills of reading, writing, **mathematics**, ~~computation~~, spelling, speaking, and problem solving;
- To develop a positive attitude toward the lifelong endeavor of learning;
- To learn to identify personal talents and interests, make appropriate career choices, and develop career skills;
- To acquire knowledge and to develop skills in the management of personal and public resources necessary for meeting obligations to self, family, and society;
- To learn to act in a responsible manner;
- To learn of the rights and responsibilities of citizens of the community, state, nation, and world; and
- To learn to understand, respect, and interact with people of different cultures, generations, and races

Legal References

1. [42 USCA § 2000d et seq.](#)
2. [Public Acts of 2025, Chapter No. 293](#)

Cross References

- School District Goals 1.700
- Student Goals 6.100
- Student Concerns 6.305

Washington County Board of Education

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| Monitoring: Review: Annually, in September | Descriptor Term: Threat Assessment Team | Descriptor Code: 3.204 | Issued Date: 06/29/23 Revised 06/18/2025 |
| | | Rescinds: | Issued: |

*General*¹

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

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

TEAM MEETINGS

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

RECORDKEEPING³

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

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

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

REPORTING⁴

The Director of Schools shall develop a process for providing parent(s)/guardian(s) information on credible threats of violence or significantly disruptive behavior directed toward or occurring on the grounds of the school their student attends. Such reports shall include incidents that are reported to a state or local law enforcement agency. These reports must be made within forty-eight (48) hours of the district's report to law enforcement.

At least once per quarter, the Director of Schools shall provide the Board with a report listing the total number of incidents reported to state and local law enforcement agency requiring notice to parent(s)/guardian(s) for the respective quarter as well as total for the year to date.

Legal References

1. [TCA 49-6-2701](#)
2. [TCA 49-6-2701\(f\)](#)
3. [TCA 49-6-2702](#)
4. [Public Acts of 2025, Chapter No. 215](#)

Cross References

School District Records 1.407
Safety 3.201
Security 3.205
Student Records 6.600

Washington County Board of Education

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| Monitoring: Review: Annually | Descriptor Term: <h2 style="text-align: center;">Safety</h2> | Descriptor Code: 3.201 | Issued Date: 05/17/18 06/05/2025 |
| | | Rescinds: 3.203 | Issued: 04/05/01 |

In accordance with board policy, the principal of each school shall develop procedures for keeping school facilities safe and free from hazards.

All employees shall report current and potential hazards to their immediate supervisor(s).

Each principal is responsible for seeing that safety is a part of the instructional program of the school as required by law.¹

The safety program shall include:

- Fire prevention
- Accident prevention
- Warning systems
- Emergency drills
- Traffic safety
- Safety inspections
- First aid
- Disaster preparation
- Threat Assessment**

Only students assigned to the school, the staff of the school, parents of students, and other persons with lawful and valid business shall enter onto the grounds or into the buildings of a school during the hours of student instruction. All staff members shall report all persons appearing to be improperly on school premises to the principal.²

The principal shall secure assistance from law enforcement officials when he/she deems it necessary in order to maintain order or security. In addition, the director of schools or his/her designee shall provide the local law enforcement agency with all safety and security plans.

Legal References

1. TCA 49-6-1003
2. TCA 49-6-2008(a), (b)
3. TCA 49-6-804(c)

Cross References

- Visitors to the School 1.501
- Care of School Property 6.311

