

The Washington County Department of Education met in regular session on June 25, 2024 at 5:00 PM in the Central Office. Attendance is as follows: **Present:** Mary Beth Dellinger, Keith Ervin, Chad Fleenor, David Hammond, Mike Masters, Whitney Riddle, Vince Walters, **Absent:** Annette Buchanan, Gregg Huddlestone..

Bid it out next year FY26 Chad Fleenor moved for approval to renew the property insurance with Liberty Mutual. Whitney Riddle seconded the motion which carried on roll call vote:
Mary Beth Dellinger: yes, Keith Ervin: yes, Chad Fleenor: yes, David Hammond: yes, Mike Masters: yes, Whitney Riddle: yes, Vince Walters: yes

MMasters - received a call from TOJ for JMS; offer of 1.3 million; can continue to use the entrances as we do now; noted - does not include the frontage at JES; includes to Shamrock. *if accepted offer from TOJ, would not be any relator fees. Vince Walters move to postpone until all board members can be present to discuss. Mary Beth Dellinger seconded the motion which carried on roll call vote:

Chad Fleenor: no, Mike Masters: no, Mary Beth Dellinger: yes, Keith Ervin: yes, David Hammond: yes, Whitney Riddle: yes, Vince Walters: yes

Adam assigner for BB; Danny assigner for SB beginning 2025 to 10 schools, not provide no services, but reduce; high school and middle school feeders; trying to recruit more officials

TMSSA; TSSAA

State certified through TSSAA

Reducing no of teams; what if reduced no of games, timed games, run rules.

Adam - number of games is the issue; but no of teams being reduced would help

WR- what if reduced games from 20 to 16

WR - keep community feel of school teams

JB - challenge with officials and quality coaches

Josh Kite and also on behalf of Danny Good

current layout of middle school baseball and softball teams; only combine is sb wv/lamar

projected enrollment numbers of students for schools

returning players for next season

three options:

maintain current layout (Saturday ball)

forming two consolidated teams per each side of county (competing Class AA)

Establish a farm system type setup (ex. minor and major system)

JB recommends; action in August; an agenda item at next meeting would allow people to speak

Brad went over the financials

Next workshop item

explore other options for vans; bring back to next workshop
being proactive ; still don't have two diesels bought two years ago

****put on agenda****

****action item to renew****

no bids received

release bids again(no action required)

need to give the guy an answer that is next to Gray school;

****make offer to purchase the driveway-action item****

\$25,000.00 offer

no action

state law - waive first and pass on 2nd reading

WASHINGTON COUNTY BOARD OF EDUCATION SUMMARY OF INSURANCE

2023 – 2024

Total Premium: \$1,026,854.50

- 24% Increase in total insured vales from \$328 Million to \$407 Million
- 18% Increase in payroll from \$42,902,686 to \$50,672,273

2024 – 2025

Total Premium: \$1,181,727.37

DEDUCTIBLES:

- Wind/Hail – 2% with a minimum of \$100,000
- All Other Perils – \$25,000
- Water Damage – \$100,000
- Auto Physical Damage – \$5,000

OPTIONAL CYBER QUOTE:

AmWins / Houston Casualty Co

Premium	Limits
\$11,477.75	\$1,000,000
*Extortion	\$1,000,000

*Current Liberty Mutual Extortion Limit: \$25,000

- *Delete Liberty Mutual Cyber (\$7,846)*
- *Difference between Cyber Policies \$3,631.75 additional for Cyber Policy (See attached Houston Casualty Proposal and Limits)*



Baseball/Softball

**DISCUSSION OF OPTIONS FOR MIDDLE SCHOOL BASEBALL/SOFTBALL
LAYOUT FOR SY25.**

Current Layout

Baseball

- South Side
Jonesborough
Grandview
South Central
West View
Lamar
- North Side
Ridgeview
Boones Creek
Fall Branch
Gray
Sulphur Springs



Softball

- South Side
Jonesborough
Grandview
South Central
West View/Lamar
- North Side
Ridgeview
Boones Creek
Fall Branch
Gray
Sulphur Springs



Projected Enrollment Numbers SY25

School	6th	7th	8th	Total
Boones Creek Elementary School	82	84	68	234
Male	42	48	22	112
Female	40	36	46	122
Fall Branch Elementary School	24	20	39	83
Male	13	11	16	40
Female	11	9	23	43
Gray Elementary School	54	57	51	162
Male	29	28	21	78
Female	25	29	30	84
Ridgeview Elementary School	86	103	79	268
Male	44	60	39	143
Female	42	43	40	125
Sulphur Springs Elementary School	41	40	38	119
Male	25	17	19	61
Female	16	23	19	58

School	6th	7th	8th	Total
Grandview Elementary School	47	69	68	184
Male	24	37	31	92
Female	23	32	37	92
Jonesborough Elementary School	94	95	114	303
Male	51	46	58	155
Female	43	49	56	148
Lamar Elementary School	46	45	42	133
Male	27	25	14	66
Female	19	20	28	67
South Central Elementary School	12	16	17	45
Male	7	11	9	27
Female	5	5	8	18
West View Elementary School	27	31	31	89
Male	9	15	19	43
Female	18	16	12	46

Returning Players

Baseball

- South Side
Jonesborough - 8
Grandview - 8
South Central - 3
West View - 5
Lamar - 4
- North Side
Ridgeview – 12 JV, lost 13 8th graders
Boones Creek - 7
Fall Branch - 7
Gray - 10
Sulphur Springs - 7

Softball

- South Side
Jonesborough - 6
Grandview -9
South Central -8
West View/Lamar -6
- North Side
Ridgeview – 12 JV
Boones Creek - 8
Fall Branch - 4
Gray - 8
Sulphur Springs - 5

6th Grade Making the Adjustment in Baseball/Softball



- ▶ Making the adjustment from Little League to middle school baseball is a significant step for young athletes. They must transition from 46-foot pitching mounds to 60-foot pitching mounds and from 60-foot bases to 90-foot bases. In softball the mound distance changes from 40 ft. to 43 ft. The speed of game is the biggest obstacle 6th graders must tackle when advancing to the next level.
- ▶ We often allow 6th graders to join the team to ensure we have enough players. However, asking these young athletes to step in without sufficient experience poses a challenge, particularly for coaches who have limited time to prepare them, as most students participate in multiple sports.
- ▶ Our training typically begins in February, with games starting just a few weeks later, and the season concluding in May. This schedule does not provide our 6th graders with adequate time to prepare. Consequently, they are being thrust into games prematurely, without the necessary development and training.
- ▶ It is imperative that we focus on developing our 6th graders properly rather than merely having a complete team and placing them in games unprepared. By doing so, we will ensure their growth and success in the sport, ultimately strengthening our middle school baseball/softball programs.

Presentation of Three Options

Option 1

- ▶ We will maintain the current layout of our middle school baseball and softball programs. However, we must address the umpire shortage in our area. If the association cannot fulfill our needs throughout the season, we will develop a contingency plan to ensure proper officiating for each game, which may include scheduling games on Saturdays or double headers at certain locations. Additionally, we propose setting the minimum team sizes at 13 baseball players and 13 softball players to ensure we have competitive and well-prepared teams. These measures are essential for the smooth operation of our sports programs and to provide adequate preparation and development for all players.

Potential Mock Schedule for Option 1 (Saturdays)

1-Jonesborough 2-Boones Creek 3-Ridgeview 4-Grandview 5-Gray

6-Lamar 7-WestView 8-Sulphur Springs 9-Fall Branch 10-South Central

*Location GV- Grandview, RV- Ridgeview, BC- Boones Creek

2-2-25 3-1-25 3-8-25 3-15-25 3-22-25

1-2-BC 2-3-BC 6-9-BC 10-6-BC 5-3-BC

3-10-BC 1-7-BC 7-8-BC 2-5-BC 6-2-BC

4-9-RV 8-6-RV 3-1-RV 3-4-RV 7-10-RV

5-8-RV 9-5-RV 4-2-RV 1-8-RV 8-9-RV

6-7-GV 10-4-GV 5-10-GV 9-7-GV 4-1-GV

4-5-25 4-12-25 4-19-25 4-26-25

4-5-BC 5-1-BC 5-6-BC 9-3-BC

10-8-BC 6-4-BC 1-10-BC 10-2-BC

2-7-RV 7-3-RV 2-9-RV 6-1-RV

1-9-RV 8-2-RV 3-8-RV 7-5-RV

3-6-GV 9-10-GV 4-7-GV 8-4-GV

- Games will be scheduled for Saturdays start times 11:00 am and 1:00 pm, Makeup date for Saturday will be the following Monday 5-7 pm.
- Teams will play same opponent a double header with 1:45 minute time limit or 5 innings whichever comes first.
- Teams will be encouraged to play non conference games through the week but will need to be scheduled away.
- One Administrator per site per event. 27 sites on 9 dates and we have 23 Administrators including 2 Athletic Directors. Most would only have to commit to one Saturday.
- One SRO per site
- The Administrator/School assigned would have the same responsibilities as if it were their home event, furnish security, ticket seller, deposit money and pay expenses.
- Preseason and post season tournaments will be held for both baseball and softball; top finishers will advance onto State Sectionals as in previous years.

Option 2

Forming two consolidated teams per each side competing in the Class AA. Each combined team will consist of 15 varsity players and 15 junior varsity players, supported by one head coach and two assistant coaches, with one assistant coach overseeing the JV team. This consolidation will enhance the quality of coaching and player development, ensuring competitive and well-prepared teams.

South Side Combined Teams:

- Grandview & Jonesborough
- Lamar, West View & South Central

North Side Combined Teams:

- Gray & Boones Creek
- Sulphur Springs, Ridgeview & Fall Branch

Option 3

- ▶ Establish a farm system type setup, which would include one competitive varsity team consisting of 15 baseball/softball players for each side of the county competing against teams in the Class AA league. Players not chosen for this team will participate in a Washington County league, competing against other Washington County schools. It is important to note that no athlete will be cut completely out. This system will provide opportunities for athletes who are not yet fully skilled to develop their abilities, improving their chances of success and advancement throughout the year.
- ▶ This structure allows for flexibility in managing team rosters. In cases of injuries, disciplinary actions, academic issues, school-related non-sport activities, or vacations, coaches will have the option to bring up players from the Washington County league. Volunteer officials will be recruited to help officiate these games. This approach ensures continuous development and readiness of all players while maintaining competitive and well-prepared varsity teams.

OPTIONS



Questions?



WASHINGTON COUNTY SCHOOLS

INSPIRE ★ STRIVE ★ THRIVE

Site	Student Enrollment											Totals
	K	1st	2nd	3rd	4th	5th	6th	7th	8th/9th	CDC		
Jr. Blazers	40	27	26	35	40	20	10	16	8	0		222
Jr. Pioneers	43	37	39	37	35	17	12	19	6	15		260
Totals	83	64	65	72	75	37	22	35	14	15	0	482

*Average Attendance for the first 3 weeks: 455

Master Summer Program Schedule - Elementary

Rising Grade	8:30 – 9:00	9:00 – 11:00	11:00 – 12:00	12:00 – 1:00	1:00 – 2:30	2:30 – 3:00/3:30
K	Arrival/Silent Reading Time	ELA	Lunch/Physical Activity	Intervention	MATH	STREAM
1	Arrival/Silent Reading Time	ELA	Lunch/Physical Activity	Intervention	MATH	STREAM
2	Arrival/Math Facts/Practice Games	MATH	Intervention	Lunch/Physical Activity	ELA	STREAM
3	Arrival/Silent Reading Time	ELA	Intervention	Lunch/Physical Activity	MATH	STREAM
4	Arrival/Silent Reading Time	ELA	Intervention	Lunch/Physical Activity	MATH	STREAM
5	Arrival/Math Facts/Practice Games	MATH	Intervention	Lunch/Physical Activity	ELA	STREAM

Master Summer Program Schedule - Middle

Rising Grade	8:30 – 9:00	9:00 – 11:00	11:00 – 12:00	12:00 – 1:00	1:00 – 2:30	2:30 – 3:00/3:30
6	Arrival/Silent Book Study Reading Time	ELA	RTI	Lunch/Physical Activity	Math	STREAM
7	Arrival/Silent Book Study Reading Time	ELA	RTI	Lunch/Physical Activity	Math	STREAM
8	Arrival/Silent Book Study Reading Time	ELA	RTI	Lunch/Physical Activity	Math	STREAM
9	Arrival/Silent Reading Time	ELA	RTI	Lunch/Physical Activity	Math	STREAM

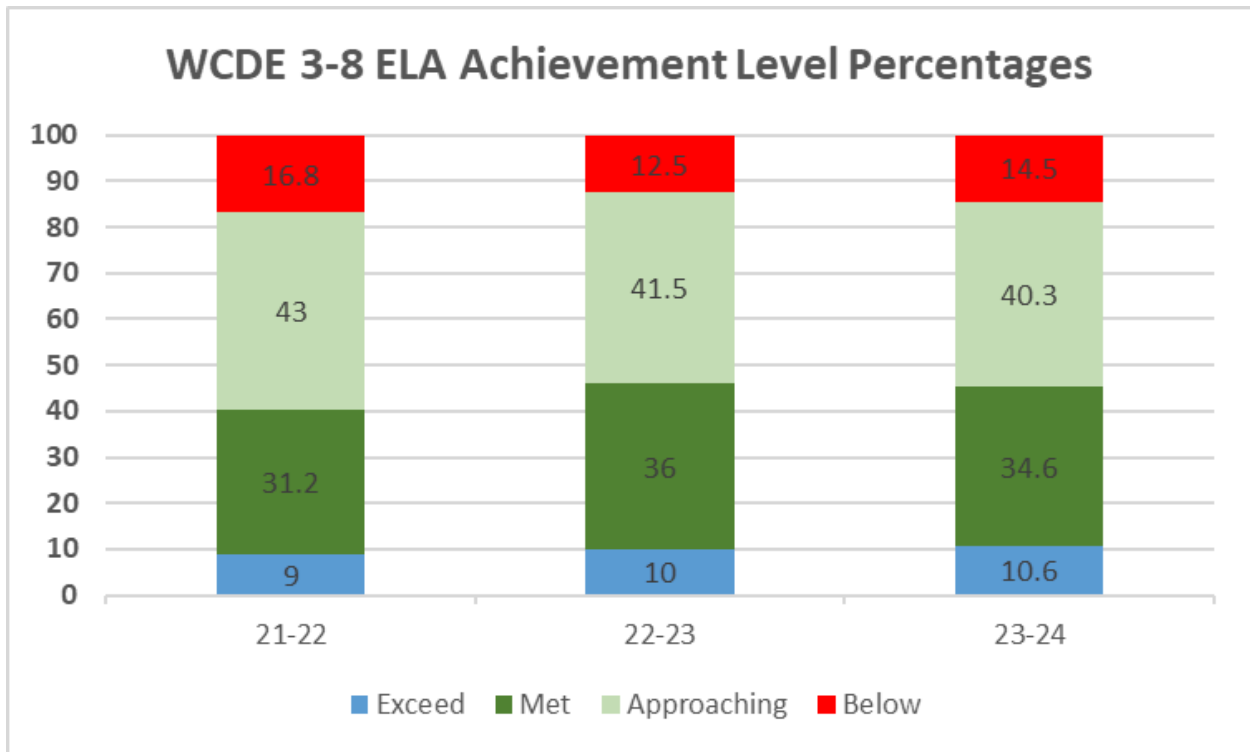


2023-2024 TCAP Data Summary

District Level Percentages

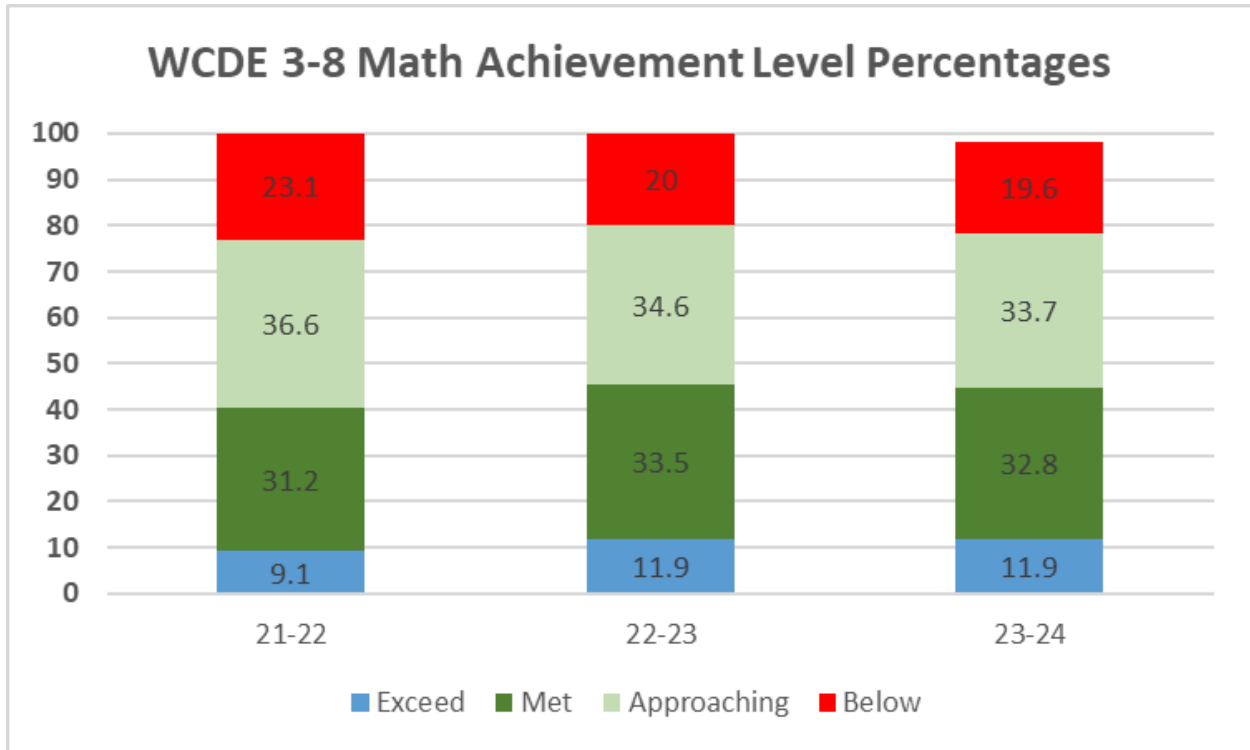
(Exceeds Expectations, Met Expectations, Approaching Expectations, & Below Expectations)

District - ELA (English Language Arts) Percentages



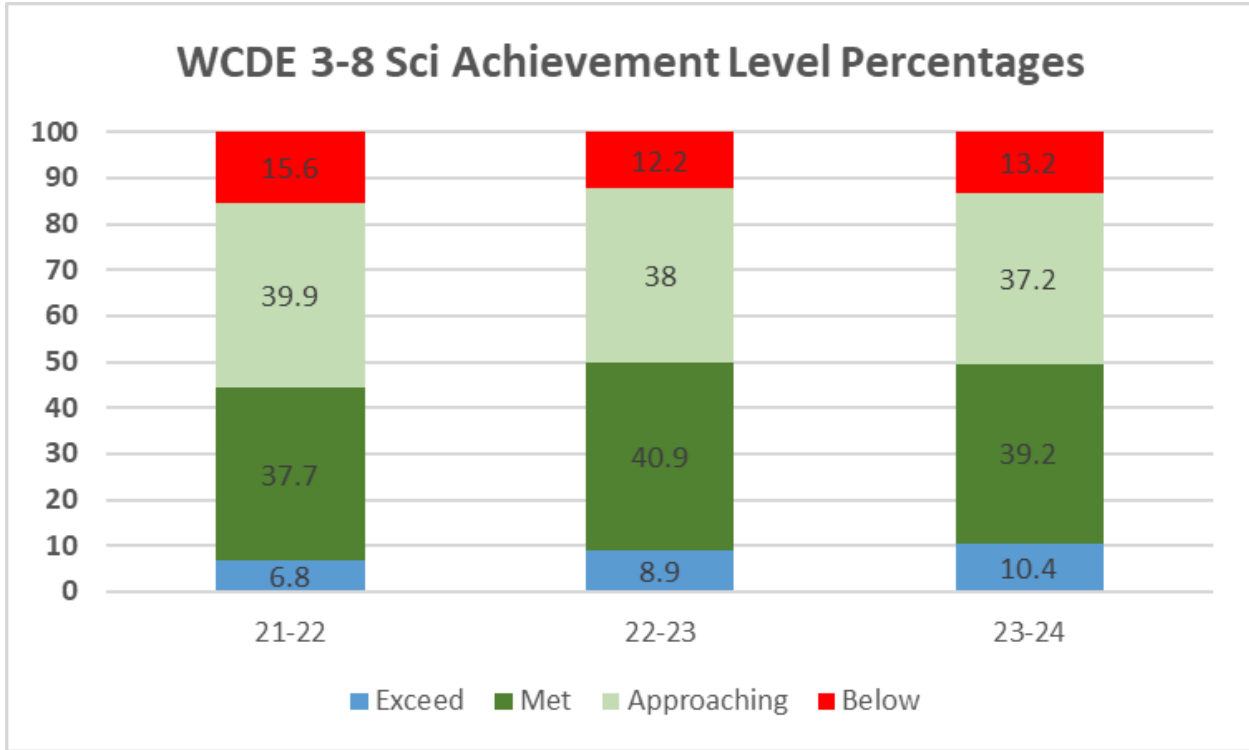
<i>ELA</i>	<i>Exceed</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>9</i>	<i>31.2</i>	<i>43</i>	<i>16.8</i>
<i>22-23</i>	<i>10</i>	<i>36</i>	<i>41.5</i>	<i>12.5</i>
<i>23-24</i>	<i>10.6</i>	<i>34.6</i>	<i>40.3</i>	<i>14.5</i>

District - Mathematics Percentages



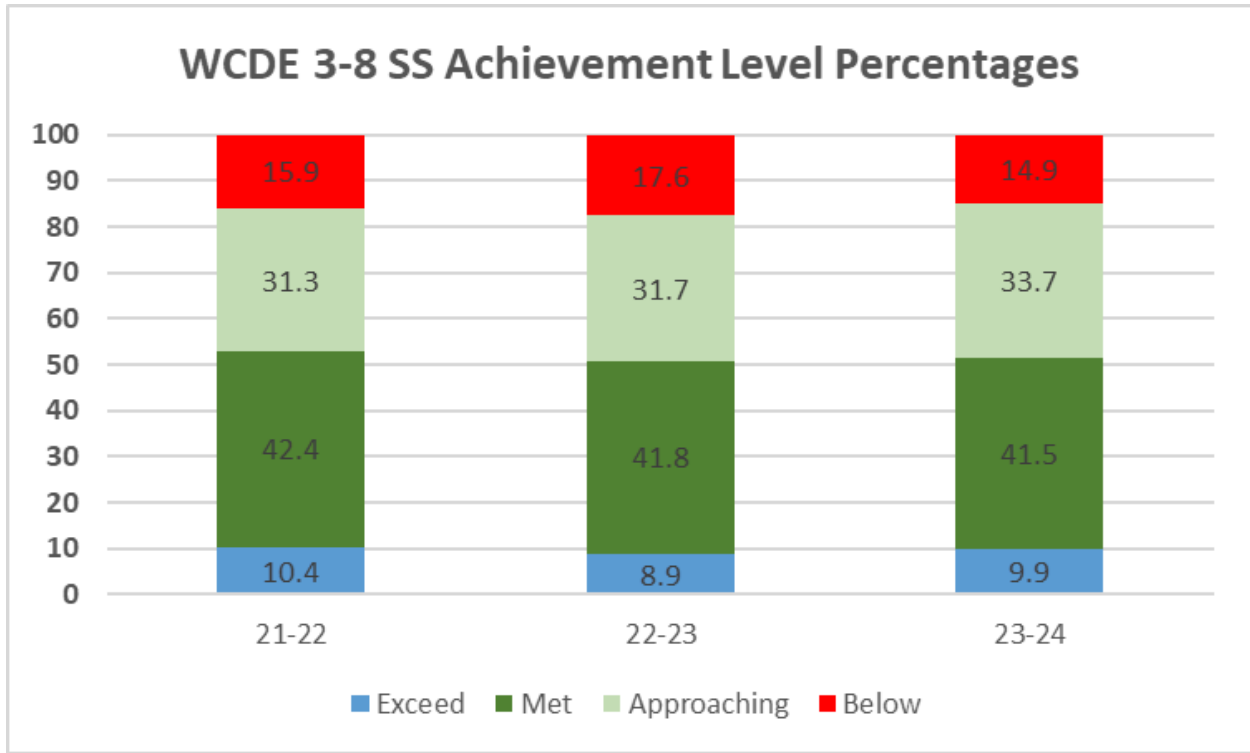
<i>MATH</i>	<i>Exceed</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>9.1</i>	<i>31.2</i>	<i>36.6</i>	<i>23.1</i>
<i>22-23</i>	<i>11.9</i>	<i>33.5</i>	<i>34.6</i>	<i>20</i>
<i>23-24</i>	<i>11.9</i>	<i>32.8</i>	<i>33.7</i>	<i>19.6</i>

District - Science Percentages



<i>Science</i>	<i>Exceed</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>6.8</i>	<i>37.7</i>	<i>39.9</i>	<i>15.6</i>
<i>22-23</i>	<i>8.9</i>	<i>40.9</i>	<i>38</i>	<i>12.2</i>
<i>23-24</i>	<i>10.4</i>	<i>39.2</i>	<i>37.2</i>	<i>13.2</i>

District - Social Studies Percentages



<i>SS</i>	<i>Exceed</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>10.4</i>	<i>42.4</i>	<i>31.3</i>	<i>15.9</i>
<i>22-23</i>	<i>8.9</i>	<i>41.8</i>	<i>31.7</i>	<i>17.6</i>
<i>23-24</i>	<i>9.9</i>	<i>41.5</i>	<i>33.7</i>	<i>14.9</i>

2023-2024 TCAP Data Summary - School Level Data

Boones Creek Elementary
ELA (English Language Arts) Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>9</i>	<i>31.9</i>	<i>42.2</i>	<i>16.9</i>
<i>22-23</i>	<i>9.4</i>	<i>38.3</i>	<i>40.2</i>	<i>12.1</i>
<i>23-24</i>	<i>8.3</i>	<i>39.2</i>	<i>42.3</i>	<i>10.2</i>

Boones Creek Elementary
Mathematics Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>6.2</i>	<i>28.2</i>	<i>40.2</i>	<i>25.4</i>
<i>22-23</i>	<i>10.9</i>	<i>33.4</i>	<i>37.6</i>	<i>18.1</i>
<i>23-24</i>	<i>6.5</i>	<i>36.6</i>	<i>40.4</i>	<i>16.5</i>

Boones Creek Elementary
Science Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>6.4</i>	<i>43.3</i>	<i>36.5</i>	<i>13.8</i>
<i>22-23</i>	<i>9.3</i>	<i>48.8</i>	<i>32.7</i>	<i>9.2</i>
<i>23-24</i>	<i>11.1</i>	<i>48.1</i>	<i>29.5</i>	<i>11.3</i>

Boones Creek Elementary
Social Studies Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>20.7</i>	<i>47</i>	<i>19.4</i>	<i>12.9</i>
<i>22-23</i>	<i>18.6</i>	<i>58.2</i>	<i>16.8</i>	<i>6.4</i>
<i>23-24</i>	<i>20.8</i>	<i>46.2</i>	<i>24.8</i>	<i>8.2</i>

Fall Branch Elementary
ELA (English Language Arts) Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>.6</i>	<i>15.9</i>	<i>53.5</i>	<i>30</i>
<i>22-23</i>	<i>3.1</i>	<i>28.4</i>	<i>46.3</i>	<i>22.2</i>
<i>23-24</i>	<i>6.3</i>	<i>20.3</i>	<i>55</i>	<i>18.4</i>

Fall Branch Elementary
Mathematics Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>.6</i>	<i>11.5</i>	<i>46.8</i>	<i>41.1</i>
<i>22-23</i>	<i>4.9</i>	<i>24.5</i>	<i>46</i>	<i>24.6</i>
<i>23-24</i>	<i>8.2</i>	<i>32</i>	<i>36</i>	<i>23.8</i>

Fall Branch Elementary
Science Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>1.3</i>	<i>17.9</i>	<i>57.1</i>	<i>23.9</i>
<i>22-23</i>	<i>1.8</i>	<i>25.2</i>	<i>55.8</i>	<i>17.2</i>
<i>23-24</i>	<i>5.2</i>	<i>29.5</i>	<i>53.1</i>	<i>12.2</i>

Fall Branch Elementary
Social Studies Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>1.3</i>	<i>27.3</i>	<i>41.6</i>	<i>29.8</i>
<i>22-23</i>	<i>0</i>	<i>23.3</i>	<i>54.7</i>	<i>22</i>
<i>23-24</i>	<i>1.2</i>	<i>29.4</i>	<i>50.6</i>	<i>18.8</i>

Grandview Elementary
ELA (English Language Arts) Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>6.2</i>	<i>27.3</i>	<i>45.1</i>	<i>21.4</i>
<i>22-23</i>	<i>7.1</i>	<i>38.4</i>	<i>41.7</i>	<i>12.8</i>
<i>23-24</i>	<i>7</i>	<i>34.4</i>	<i>43.4</i>	<i>15.2</i>

Grandview Elementary
Mathematics Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>9.4</i>	<i>27.3</i>	<i>39</i>	<i>24.3</i>
<i>22-23</i>	<i>9.2</i>	<i>33.9</i>	<i>39.3</i>	<i>17.6</i>
<i>23-24</i>	<i>13</i>	<i>33.5</i>	<i>35.1</i>	<i>18.4</i>

Grandview Elementary
Science Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>5.2</i>	<i>33.7</i>	<i>41.7</i>	<i>19.4</i>
<i>22-23</i>	<i>7.9</i>	<i>40.6</i>	<i>37.8</i>	<i>13.7</i>
<i>23-24</i>	<i>9.3</i>	<i>41.5</i>	<i>36.8</i>	<i>12.4</i>

Grandview Elementary
Social Studies Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>4.1</i>	<i>33.2</i>	<i>41.3</i>	<i>21.4</i>
<i>22-23</i>	<i>6.2</i>	<i>36.8</i>	<i>35.9</i>	<i>21.1</i>
<i>23-24</i>	<i>5.7</i>	<i>40.2</i>	<i>37.3</i>	<i>16.8</i>

Gray Elementary
ELA (English Language Arts) Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>9.3</i>	<i>31.8</i>	<i>45.1</i>	<i>13.8</i>
<i>22-23</i>	<i>10.3</i>	<i>40.1</i>	<i>40.1</i>	<i>9.5</i>
<i>23-24</i>	<i>12.3</i>	<i>31.5</i>	<i>43.5</i>	<i>12.7</i>

Gray Elementary
Mathematics Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>14.2</i>	<i>36.8</i>	<i>34.7</i>	<i>14.3</i>
<i>22-23</i>	<i>18.6</i>	<i>38.7</i>	<i>29.1</i>	<i>13.6</i>
<i>23-24</i>	<i>14.2</i>	<i>36.2</i>	<i>32</i>	<i>17.6</i>

Gray Elementary
Science Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>5.9</i>	<i>36.1</i>	<i>43.3</i>	<i>14.7</i>
<i>22-23</i>	<i>11.8</i>	<i>48.7</i>	<i>31.9</i>	<i>7.5</i>
<i>23-24</i>	<i>13.9</i>	<i>38.9</i>	<i>37.6</i>	<i>906</i>

Gray Elementary
Social Studies Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>6.1</i>	<i>41.7</i>	<i>33.7</i>	<i>18.5</i>
<i>22-23</i>	<i>6.4</i>	<i>39</i>	<i>37.8</i>	<i>16.8</i>
<i>23-24</i>	<i>5.7</i>	<i>55.7</i>	<i>30.4</i>	<i>8.2</i>

Jonesborough Elementary
ELA (English Language Arts) Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>7.4</i>	<i>27.3</i>	<i>44.8</i>	<i>20.5</i>
<i>22-23</i>	<i>8</i>	<i>27</i>	<i>50</i>	<i>15</i>
<i>23-24</i>	<i>5.8</i>	<i>29.4</i>	<i>42.5</i>	<i>22.3</i>

Jonesborough Elementary
Mathematics Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>4.2</i>	<i>27.7</i>	<i>37.7</i>	<i>30.4</i>
<i>22-23</i>	<i>6.4</i>	<i>29.5</i>	<i>37.1</i>	<i>27</i>
<i>23-24</i>	<i>5.9</i>	<i>23.1</i>	<i>38.2</i>	<i>32.8</i>

Jonesborough Elementary
Science Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>4.5</i>	<i>32.5</i>	<i>42</i>	<i>21</i>
<i>22-23</i>	<i>3</i>	<i>34</i>	<i>47</i>	<i>16</i>
<i>23-24</i>	<i>4.7</i>	<i>31</i>	<i>44.1</i>	<i>20.2</i>

Jonesborough Elementary
Social Studies Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>8.8</i>	<i>41.8</i>	<i>33.7</i>	<i>15.7</i>
<i>22-23</i>	<i>4.2</i>	<i>31.5</i>	<i>35.4</i>	<i>28.9</i>
<i>23-24</i>	<i>6.1</i>	<i>31.5</i>	<i>37.3</i>	<i>25.1</i>

Lamar Elementary
ELA (English Language Arts) Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>5.5</i>	<i>28.3</i>	<i>45.1</i>	<i>21.1</i>
<i>22-23</i>	<i>6.5</i>	<i>32.4</i>	<i>48.2</i>	<i>12.9</i>
<i>23-24</i>	<i>5.7</i>	<i>33.7</i>	<i>41.9</i>	<i>18.7</i>

Lamar Elementary
Mathematics Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>4.2</i>	<i>21.9</i>	<i>39.2</i>	<i>34.7</i>
<i>22-23</i>	<i>4.4</i>	<i>25.3</i>	<i>37.3</i>	<i>33</i>
<i>23-24</i>	<i>5.8</i>	<i>21.5</i>	<i>43</i>	<i>29.7</i>

Lamar Elementary
Science Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>2.1</i>	<i>29.5</i>	<i>48.9</i>	<i>19.5</i>
<i>22-23</i>	<i>4.4</i>	<i>33.6</i>	<i>42</i>	<i>20</i>
<i>23-24</i>	<i>4.9</i>	<i>32.2</i>	<i>42.9</i>	<i>20</i>

Lamar Elementary
Social Studies Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>6.2</i>	<i>38</i>	<i>31.8</i>	<i>24</i>
<i>22-23</i>	<i>6.1</i>	<i>28.2</i>	<i>42.7</i>	<i>23</i>
<i>23-24</i>	<i>.7</i>	<i>29.1</i>	<i>47.8</i>	<i>22.4</i>

Ridgeview Elementary
ELA (English Language Arts) Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>14.3</i>	<i>39.8</i>	<i>38.8</i>	<i>7.3</i>
<i>22-23</i>	<i>16.3</i>	<i>40</i>	<i>36.9</i>	<i>6.8</i>
<i>23-24</i>	<i>19</i>	<i>36.2</i>	<i>35.6</i>	<i>9.2</i>

Ridgeview Elementary
Mathematics Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>15.1</i>	<i>39</i>	<i>33.4</i>	<i>12.5</i>
<i>22-23</i>	<i>18.9</i>	<i>38.4</i>	<i>30.1</i>	<i>12.6</i>
<i>23-24</i>	<i>23.1</i>	<i>39.1</i>	<i>29.4</i>	<i>8.4</i>

Ridgeview Elementary
Science Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>12.1</i>	<i>45.7</i>	<i>34.6</i>	<i>7.6</i>
<i>22-23</i>	<i>13.5</i>	<i>44.3</i>	<i>34.6</i>	<i>7.6</i>
<i>23-24</i>	<i>13.2</i>	<i>41</i>	<i>35.9</i>	<i>9.9</i>

Ridgeview Elementary
Social Studies Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>20.9</i>	<i>47.8</i>	<i>26.1</i>	<i>5.2</i>
<i>22-23</i>	<i>12.3</i>	<i>51.6</i>	<i>25.4</i>	<i>10.7</i>
<i>23-24</i>	<i>12</i>	<i>43.5</i>	<i>33.5</i>	<i>11</i>

South Central Elementary
ELA (English Language Arts) Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>6</i>	<i>27.8</i>	<i>46.6</i>	<i>19.6</i>
<i>22-23</i>	<i>2.5</i>	<i>26.1</i>	<i>46.2</i>	<i>25.2</i>
<i>23-24</i>	<i>6</i>	<i>30.6</i>	<i>37.2</i>	<i>26.2</i>

South Central Elementary
Mathematics Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>6.7</i>	<i>31.3</i>	<i>32.8</i>	<i>29.2</i>
<i>22-23</i>	<i>3.4</i>	<i>27.1</i>	<i>34.7</i>	<i>34.8</i>
<i>23-24</i>	<i>5.1</i>	<i>19.7</i>	<i>42.7</i>	<i>32.5</i>

South Central Elementary
Science Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>3.7</i>	<i>33.6</i>	<i>41.8</i>	<i>20.9</i>
<i>22-23</i>	<i>.8</i>	<i>28.6</i>	<i>47.1</i>	<i>23.5</i>
<i>23-24</i>	<i>1.7</i>	<i>30.6</i>	<i>44</i>	<i>23.7</i>

South Central Elementary
Social Studies Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>1.1</i>	<i>30.8</i>	<i>41.8</i>	<i>26.3</i>
<i>22-23</i>	<i>0</i>	<i>17.8</i>	<i>54.8</i>	<i>27.4</i>
<i>23-24</i>	<i>1.5</i>	<i>25.8</i>	<i>48.5</i>	<i>24.2</i>

Sulphur Springs Elementary
ELA (English Language Arts) Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>6.5</i>	<i>31</i>	<i>42.6</i>	<i>19.9</i>
<i>22-23</i>	<i>8.4</i>	<i>38.2</i>	<i>36.3</i>	<i>17.1</i>
<i>23-24</i>	<i>11.7</i>	<i>34.2</i>	<i>38.1</i>	<i>16</i>

Sulphur Springs Elementary
Mathematics Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>9.7</i>	<i>31.3</i>	<i>35</i>	<i>24</i>
<i>22-23</i>	<i>10.1</i>	<i>32.4</i>	<i>33.6</i>	<i>23.9</i>
<i>23-24</i>	<i>10</i>	<i>35.5</i>	<i>31.9</i>	<i>22.6</i>

Sulphur Springs Elementary
Science Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>7.4</i>	<i>37.3</i>	<i>43.3</i>	<i>12</i>
<i>22-23</i>	<i>9.2</i>	<i>39.8</i>	<i>36.7</i>	<i>14.3</i>
<i>23-24</i>	<i>9.7</i>	<i>34.2</i>	<i>42</i>	<i>14.1</i>

Sulphur Springs Elementary
Social Studies Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>7.1</i>	<i>39.8</i>	<i>33.6</i>	<i>19.5</i>
<i>22-23</i>	<i>6.6</i>	<i>34.4</i>	<i>34.4</i>	<i>24.6</i>
<i>23-24</i>	<i>12</i>	<i>38.4</i>	<i>35.2</i>	<i>14.4</i>

West View Elementary
ELA (English Language Arts) Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>7.2</i>	<i>22.9</i>	<i>48.9</i>	<i>21</i>
<i>22-23</i>	<i>15.6</i>	<i>35.8</i>	<i>34.9</i>	<i>13.7</i>
<i>23-24</i>	<i>11.6</i>	<i>42.8</i>	<i>37.1</i>	<i>8.5</i>

West View Elementary
Mathematics Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>5.9</i>	<i>28.5</i>	<i>42.1</i>	<i>23.5</i>
<i>22-23</i>	<i>15.5</i>	<i>38.5</i>	<i>31</i>	<i>15</i>
<i>23-24</i>	<i>15.6</i>	<i>49</i>	<i>25.7</i>	<i>9.7</i>

West View Elementary
Science Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>3.1</i>	<i>35.7</i>	<i>42.9</i>	<i>18.3</i>
<i>22-23</i>	<i>6.2</i>	<i>44.5</i>	<i>39.3</i>	<i>10</i>
<i>23-24</i>	<i>10.2</i>	<i>49.2</i>	<i>33.2</i>	<i>7.4</i>

West View Elementary
Social Studies Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>1.7</i>	<i>44.6</i>	<i>35.5</i>	<i>18.2</i>
<i>22-23</i>	<i>8.3</i>	<i>60.6</i>	<i>24.8</i>	<i>6.3</i>
<i>23-24</i>	<i>9.8</i>	<i>63</i>	<i>15.2</i>	<i>12</i>

University School
ELA (English Language Arts) Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>19.9</i>	<i>46.7</i>	<i>30.1</i>	<i>3.3</i>
<i>22-23</i>	<i>15.9</i>	<i>49.8</i>	<i>31</i>	<i>3.3</i>
<i>23-24</i>	<i>21.5</i>	<i>46.7</i>	<i>27.3</i>	<i>4.5</i>

University School
Mathematics Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>20.3</i>	<i>49.4</i>	<i>22.5</i>	<i>7.8</i>
<i>22-23</i>	<i>22.8</i>	<i>43.3</i>	<i>27.2</i>	<i>6.7</i>
<i>23-24</i>	<i>26</i>	<i>45.7</i>	<i>20.2</i>	<i>8.1</i>

University School
Science Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>19.4</i>	<i>57.9</i>	<i>19.4</i>	<i>3.3</i>
<i>22-23</i>	<i>23.3</i>	<i>53.3</i>	<i>20</i>	<i>3.4</i>
<i>23-24</i>	<i>29.8</i>	<i>50.6</i>	<i>16.3</i>	<i>3.3</i>

University School
Social Studies Percentages

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22</i>	<i>18.6</i>	<i>59</i>	<i>19.9</i>	<i>2.5</i>
<i>22-23</i>	<i>19.4</i>	<i>59.4</i>	<i>13.5</i>	<i>7.7</i>
<i>23-24</i>	<i>24.5</i>	<i>51.6</i>	<i>20</i>	<i>3.9</i>

TN Virtual
ELA (English Language Arts) Percentages

<i>(# students tested)</i>	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22 (22)</i>	<i>4.5</i>	<i>40.9</i>	<i>45.5</i>	<i>9.1</i>
<i>22-23 (7)</i>	<i>0</i>	<i>14.3</i>	<i>85.7</i>	<i>0</i>
<i>23-24 (4)</i>	<i>0</i>	<i>25</i>	<i>50</i>	<i>25</i>

TN Virtual
Mathematics Percentages

<i>(# students tested)</i>	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22 (18)</i>	<i>0</i>	<i>22.2</i>	<i>27.8</i>	<i>50</i>
<i>22-23(7)</i>	<i>0</i>	<i>14.3</i>	<i>28.6</i>	<i>57.1</i>
<i>23-24 (4)</i>	<i>0</i>	<i>0</i>	<i>25</i>	<i>75</i>

TN Virtual
Science Percentages

<i>(# students tested)</i>	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22 (23)</i>	<i>4.3</i>	<i>34.8</i>	<i>34.8</i>	<i>26.1</i>
<i>22-23 (7)</i>	<i>0</i>	<i>14.3</i>	<i>70.4</i>	<i>14.3</i>
<i>23-24 (4)</i>	<i>0</i>	<i>25</i>	<i>50</i>	<i>25</i>

TN Virtual
Social Studies Percentages

<i>(# students tested)</i>	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>
<i>21-22 (18)</i>	<i>0</i>	<i>38.9</i>	<i>38.9</i>	<i>22.2</i>
<i>22-23 (7)</i>	<i>0</i>	<i>14.3</i>	<i>14.3</i>	<i>71.4</i>
<i>23-24 (4)</i>	<i>0</i>	<i>25</i>	<i>25</i>	<i>50</i>

2023-2024 TCAP Data Summary - Third Grade ELA

**Washington County Schools
ELA (English Language Arts) Percentages**

	<i>Exceeds</i>	<i>Met</i>	<i>Approaching</i>	<i>Below</i>	<i>Total Proficient %</i>
<i>20-21</i>	<i>7.8</i>	<i>26.4</i>	<i>43.6</i>	<i>22.2</i>	<i>34.2</i>
<i>21-22</i>	<i>13.2</i>	<i>26.6</i>	<i>40.3</i>	<i>19.9</i>	<i>39.8</i>
<i>22-23</i>	<i>13.9</i>	<i>35.8</i>	<i>37.3</i>	<i>13</i>	<i>49.7</i>
<i>23-24</i>	<i>16.78</i>	<i>35.16</i>	<i>31.27</i>	<i>16.78</i>	<i>51.94</i>



July 22 - July 26

Registration Information

	2023	2024 *As of 6/21/24
Daniel Boone High School	82	102
David Crockett High School	66	84

Staffing: *Based on current registration projections.

	Teaching Staff	Student Workers
Daniel Boone High School Site Director: Cassy Bristol	3	12
David Crockett High School Site Director: Tim Anderson	2	10

Transportation: * As of 6/20/24

	Students requesting morning transportation.	Students requesting afternoon transportation.
Daniel Boone High School	77	93
David Crockett High School	54	67

School Nutrition:

Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast: On Site in Cafeteria	Breakfast: On Site in Cafeteria	Breakfast: On Site in Cafeteria	Breakfast: On Site in Cafeteria	Breakfast: On Site in Cafeteria
Lunch: Bag Lunch from SNS for off site lunch.	Lunch: On Site in Cafeteria	Lunch: Bag Lunch from SNS for off site lunch.	Lunch: Bag Lunch from SNS for off site lunch.	Lunch: On Site in Cafeteria

Schedule of Activities:

Monday	Tuesday	Wednesday	Thursday	Friday
On Site Check In & Breakfast	On Site Check In & Breakfast	On Site Check In & Breakfast	On Site Check In & Breakfast	On Site Check In & Breakfast
Welcome!	Pep Rally	ETSU Challenger Course & Tours	Pathfinders Teen Camp Site Visit	Team Activities
Team Building Activities	School Tours			Guest Speaker- Jeff Fain, Eastman Chemical Company
Lunch	Getting To Know the Building Scavenger Hunt	*Lunch from SNS taken to ETSU.	*Lunch from SNS taken to Pathfinders.	Lunch
Team Building Activities	School Trivia Competition			Team Activities
	Lunch			Dance Party
	Team Building Activities			
	High School Pathways & Beyond!			Evening: Wetlands Water Park End of Camp Celebration
	Dance Party			



Washington County Schools
EOC Data Review 2023-2024

*Math EOC Data has not been released as of 6/21/22.

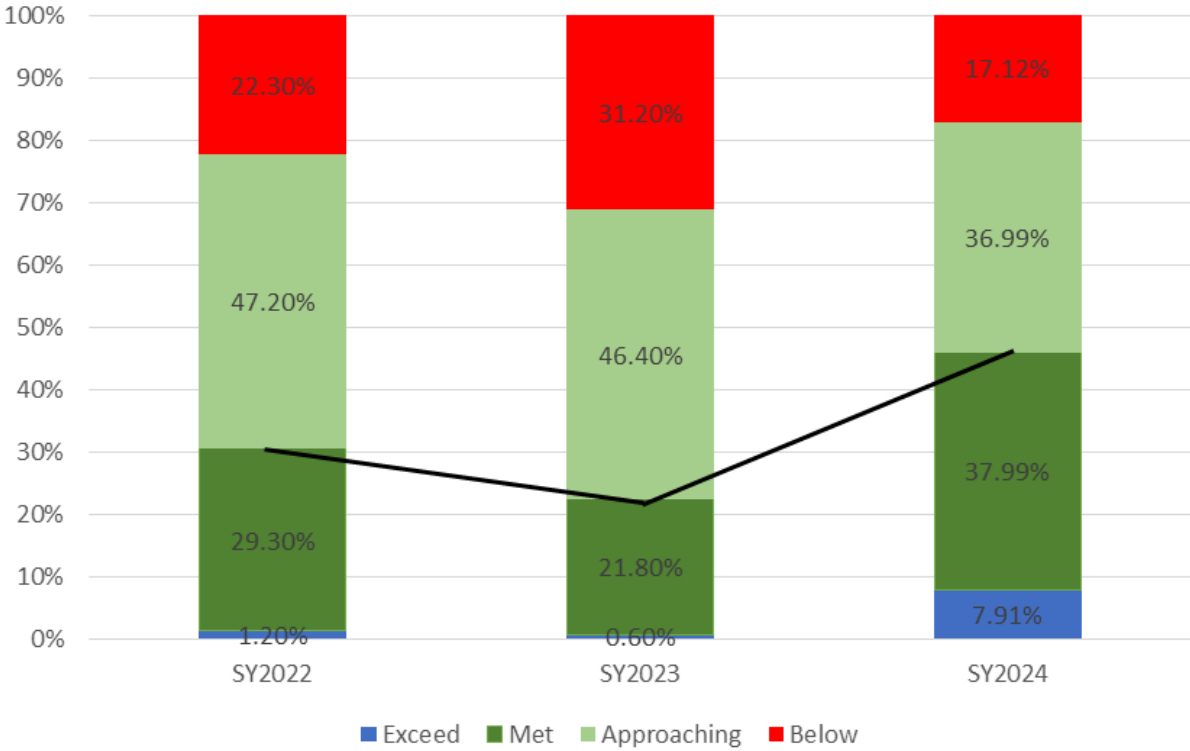
Overall Success Rate

	2021-2022	2022-2023	2023-2024
Biology 1	30.6%	22.4%	45.9%
English 1	17.9%	29.4%	43.08%
English 2	50.8%	49.9%	57.68%
US History	33.3%	42.9%	48.19%

Biology 1: 2023-2024 District

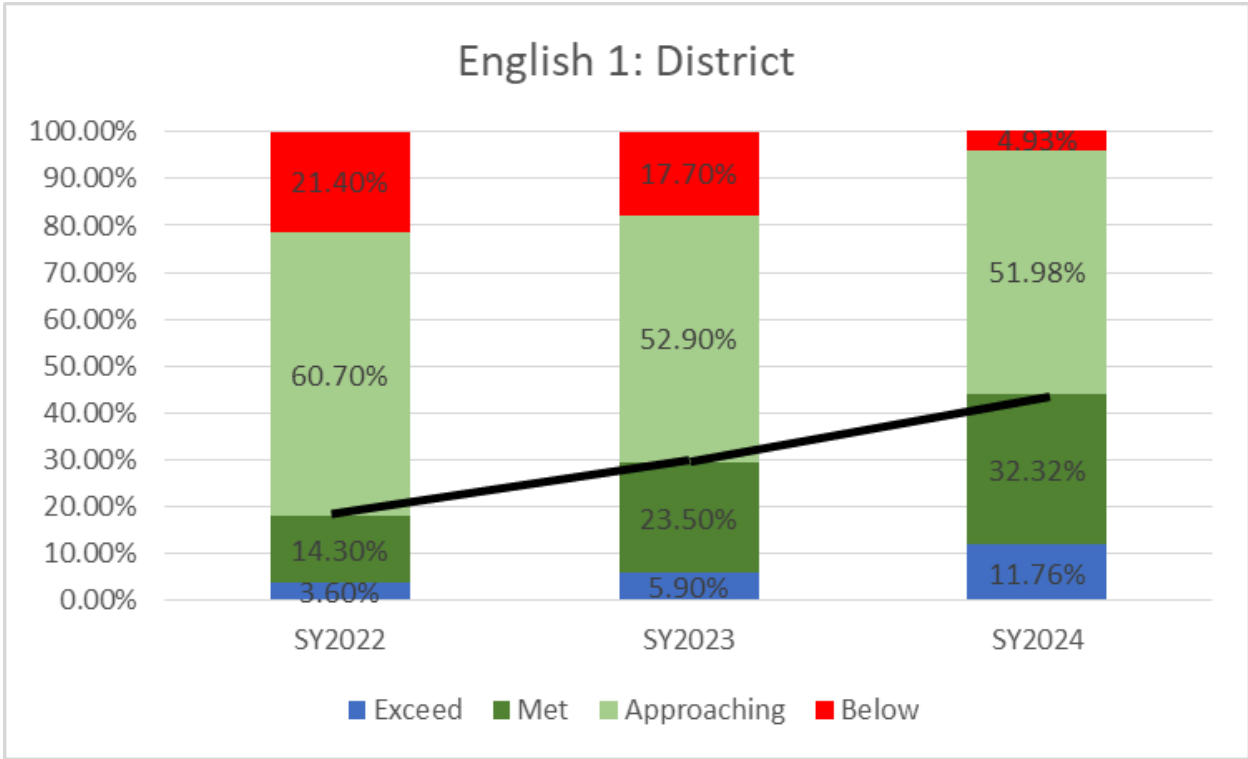
	SY2022	SY2023	SY2024
Below	22.3%	31.2%	17.12%
Approaching	47.2%	46.4%	36.99%
Met	29.3%	21.8%	37.99%
Exceed	1.2%	0.6%	7.91%

Biology 1: District



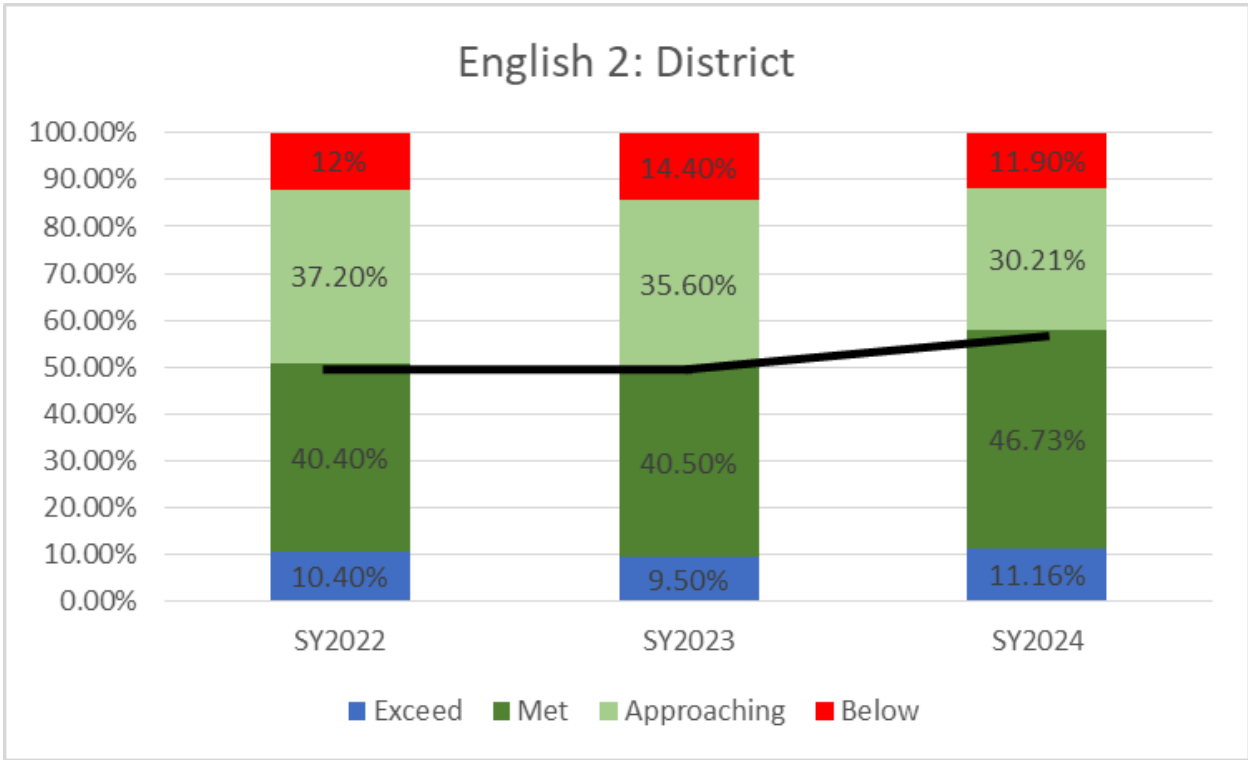
English 1: 2023-2024 District

	SY2022	SY2023	SY2024
Below	21.4%	17.7%	4.93%
Approaching	60.7%	52.9%	51.98%
Met	14.3%	23.5%	32.32%
Exceed	3.6%	5.9%	11.76%



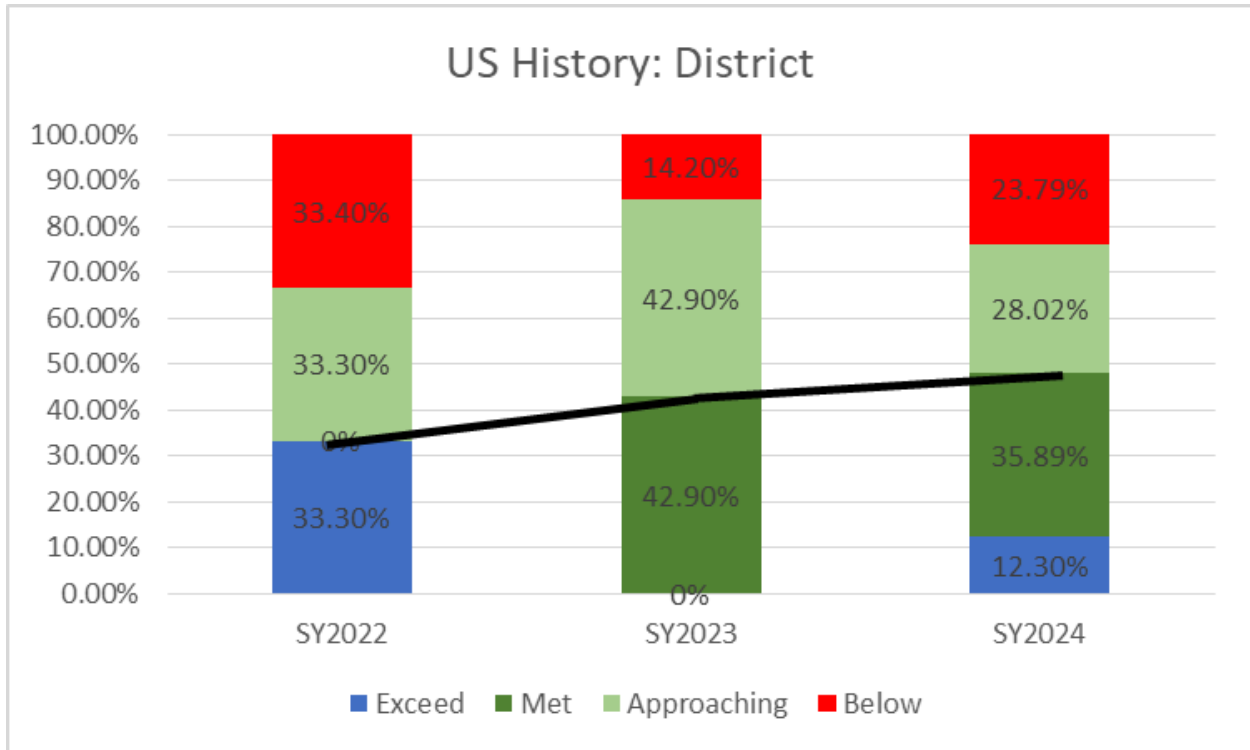
English 2: 2023-2024 District

	SY2022	SY2023	SY2024
Below	12%	14.4%	11.90%
Approaching	37.2%	35.6%	30.21%
Met	40.4%	40.5%	46.73%
Exceed	10.4%	9.5%	11.16%



US History: 2023-2024 District

	SY2022	SY2023	SY2024
Below	33.4%	14.2%	23.79%
Approaching	33.3%	42.9%	28.02%
Met	0%	42.9%	35.89%
Exceed	33.3%	0%	12.30%



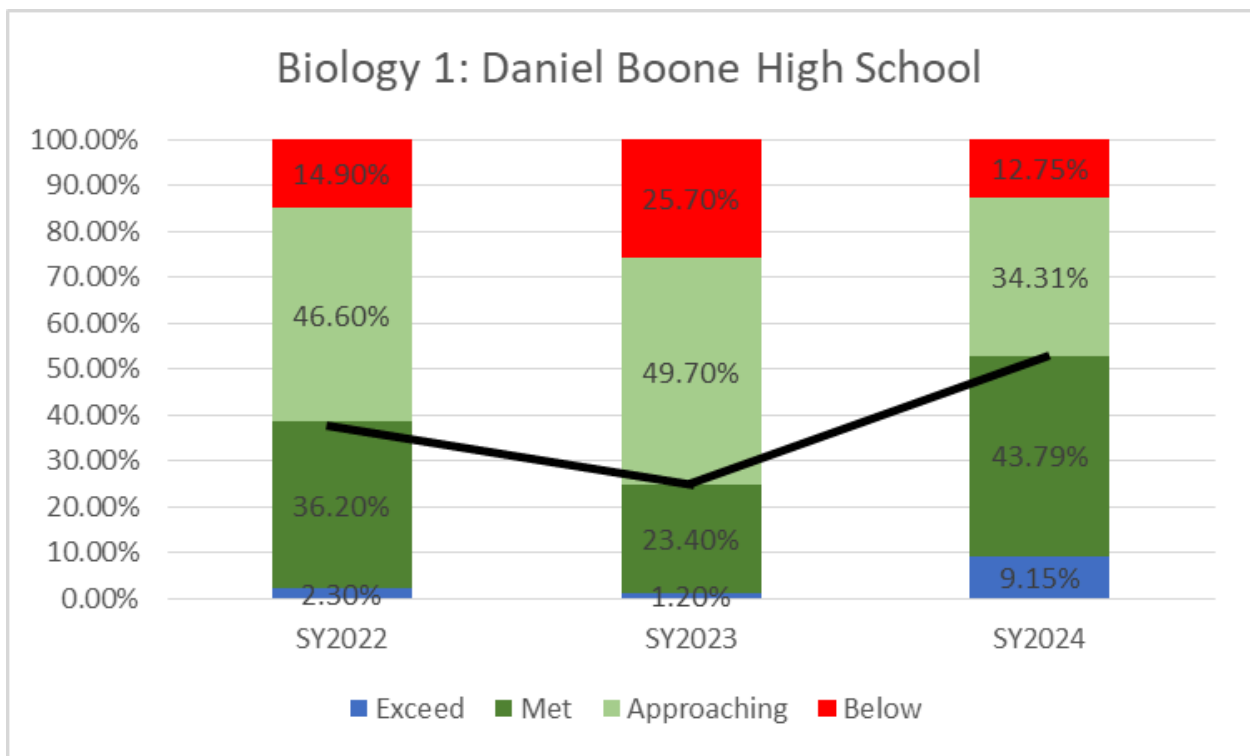
Daniel Boone High School
EOC Data Review 2023-2024
*Math EOC Data has not been released as of 6/21/22..

Overall Success Rate

	2021-2022	2022-2023	2023-2024
Biology 1	38.5	24.6	52.94
English 1	10	0	38.83
English 2	48.1	47.9	51
US History	50	50	53.18

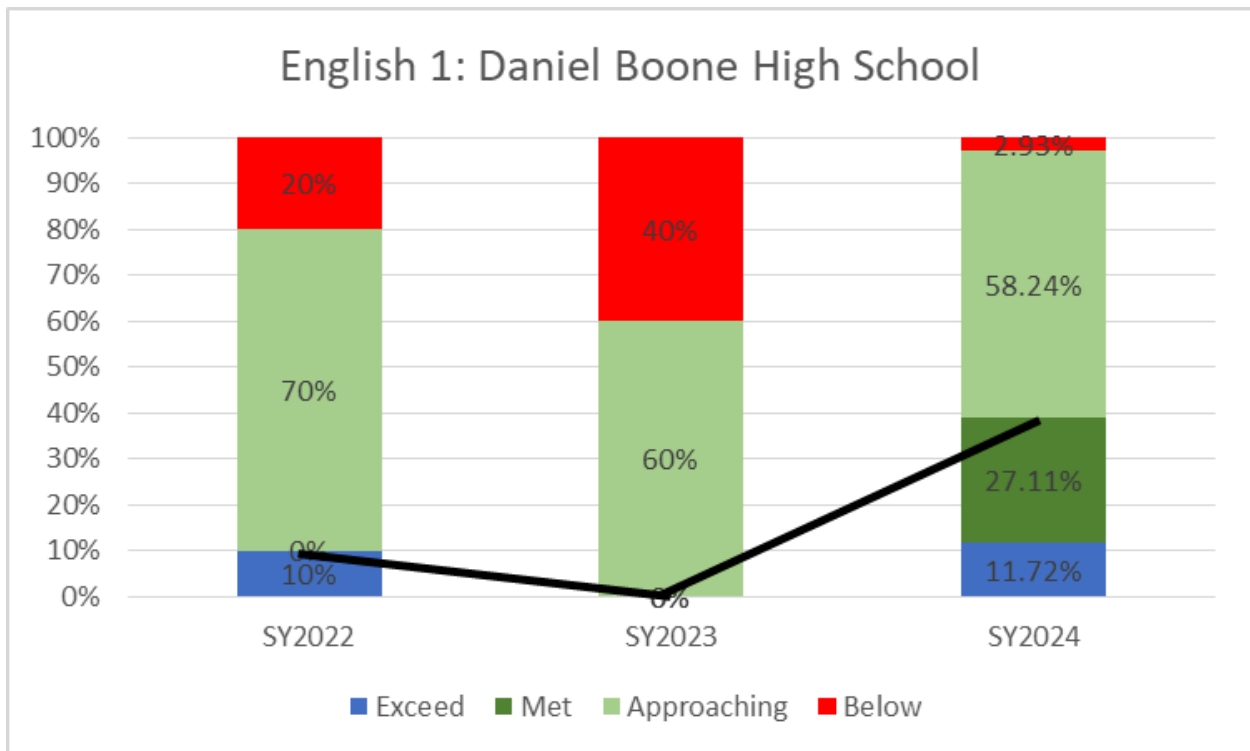
Biology 1: 2023-2024 DBHS

	SY2022	SY2023	SY2024
Below	14.9%	25.7%	12.75%
Approaching	46.6%	49.7%	34.31%
Met	36.2%	23.4%	43.79%
Exceed	2.3%	1.2%	9.15%



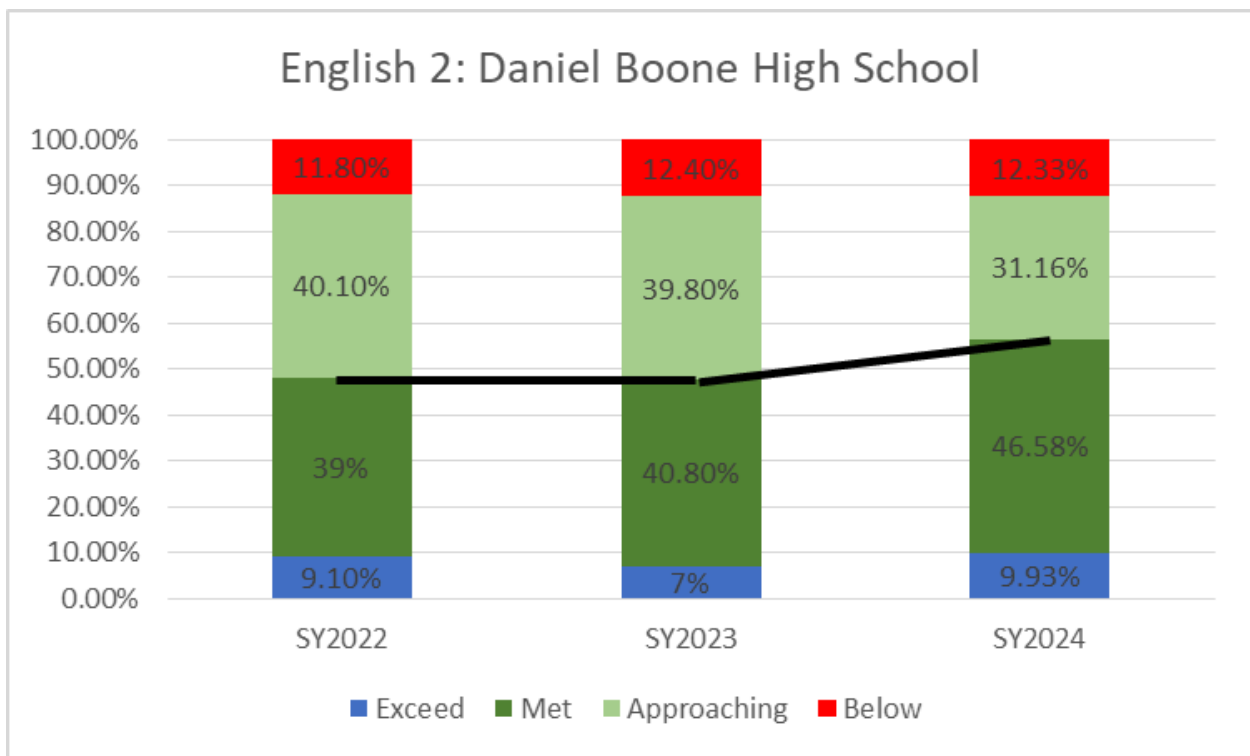
English 1: 2023-2024 DBHS

	SY2022	SY2023	SY2024
Below	20%	40%	2.93%
Approaching	70%	60%	58.24%
Met	0%	0%	27.11%
Exceed	10%	0%	11.72%



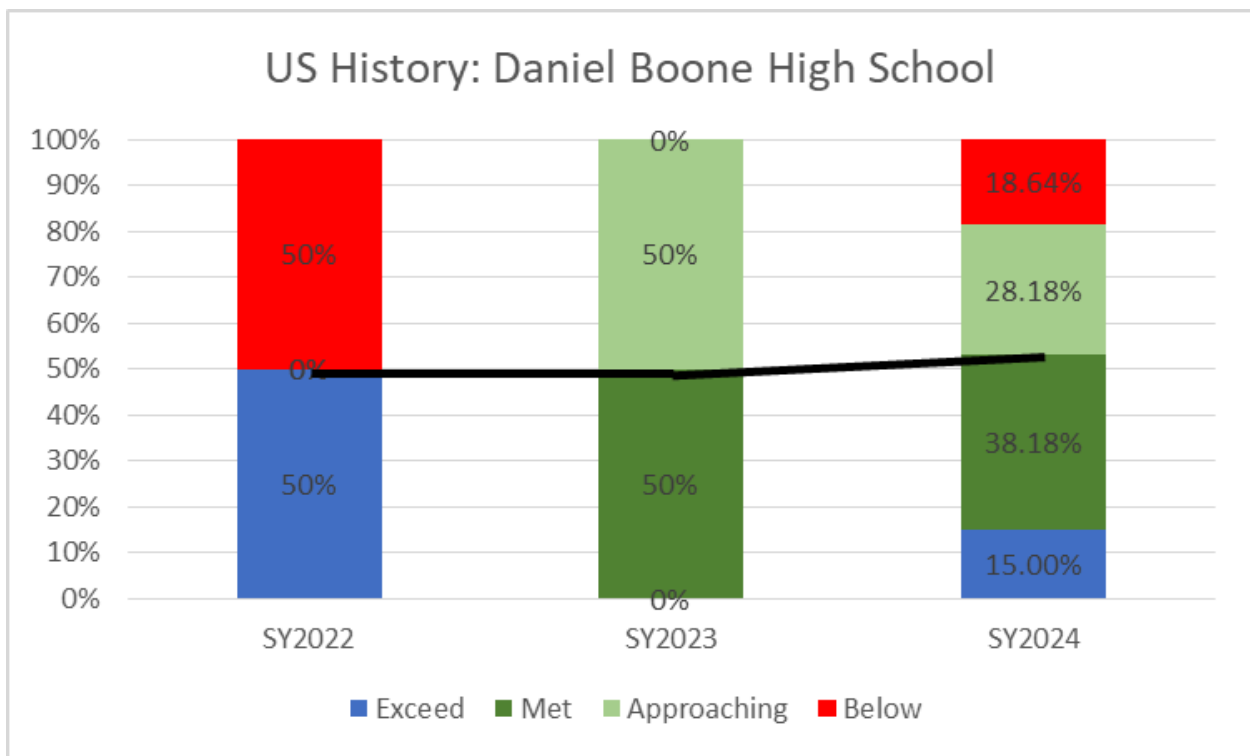
English 2: 2023-2024 DBHS

	SY2022	SY2023	SY2024
Below	11.8%	12.4%	12.33%
Approaching	40.1%	39.8%	31.16%
Met	39%	40.8%	46.58%
Exceed	9.1%	7%	9.93%



US History: 2023-2024 DBHS

	SY2022	SY2023	SY2024
Below	50%	0%	18.64%
Approaching	0%	50%	28.18%
Met	0%	50%	38.18%
Exceed	50%	0%	15.0%



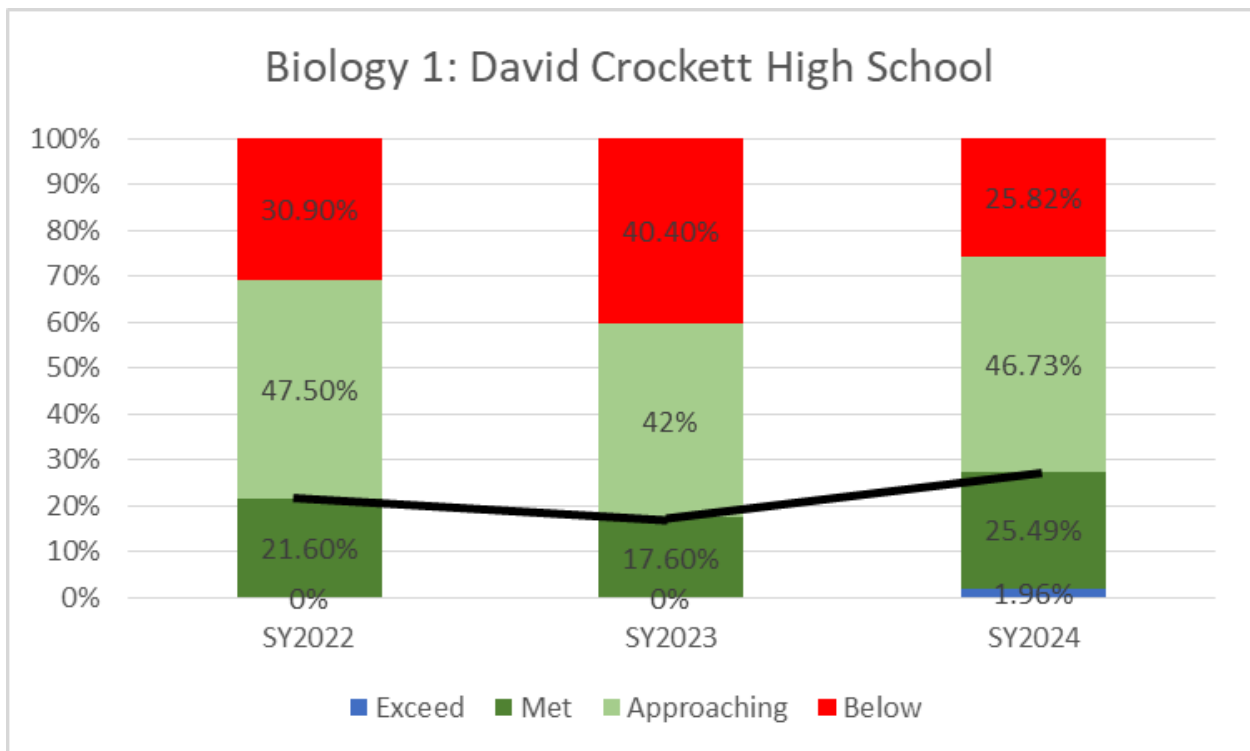
David Crockett High School
EOC Data Review 2023-2024
*Math EOC Data has not been released yet.

Overall Success Rate

	2021-2022	2022-2023	2023-2024
Biology 1	21.6	17.6	27.45
English 1	22.2	41.7	38.47
English 2	46.5	45.6	51.02
US History	0	40	44.39

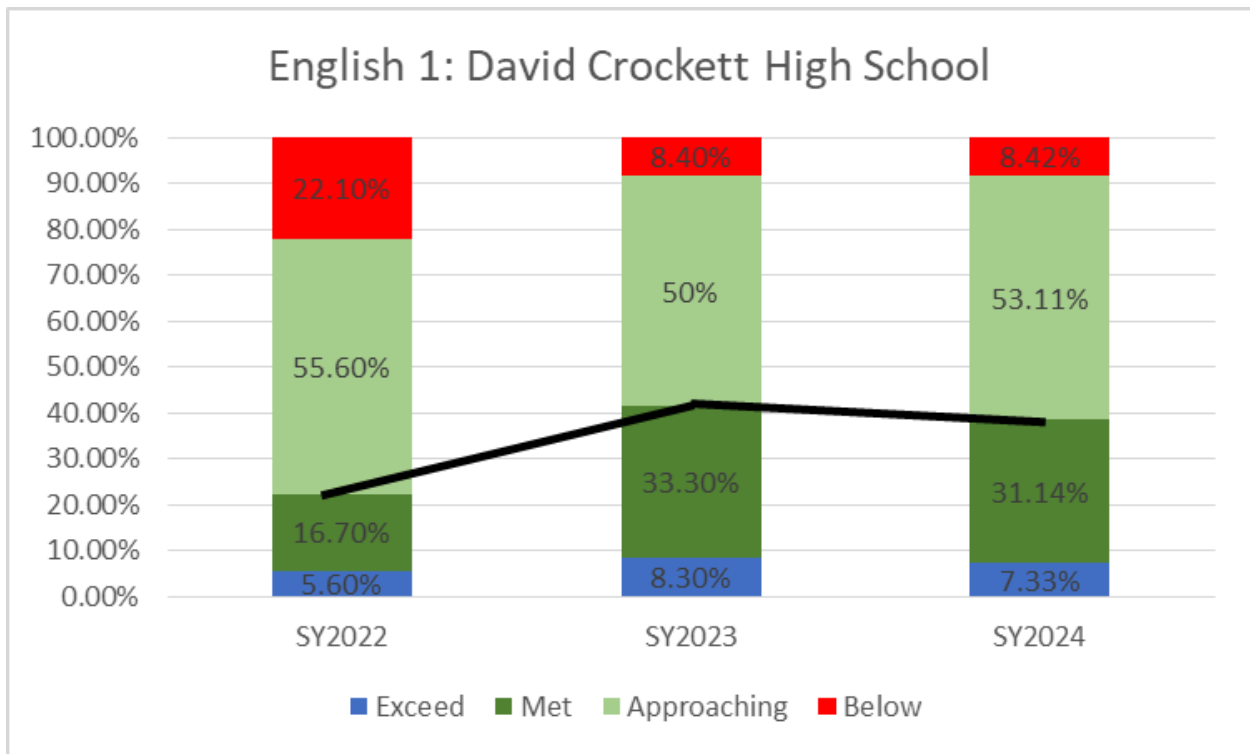
Biology 1: 2023-2024 DCHS

	SY2022	SY2023	SY2024
Below	30.9%	40.4%	25.82%
Approaching	47.5%	42%	46.73%
Met	21.6%	17.6%	25.49%
Exceed	0%	0%	1.96%



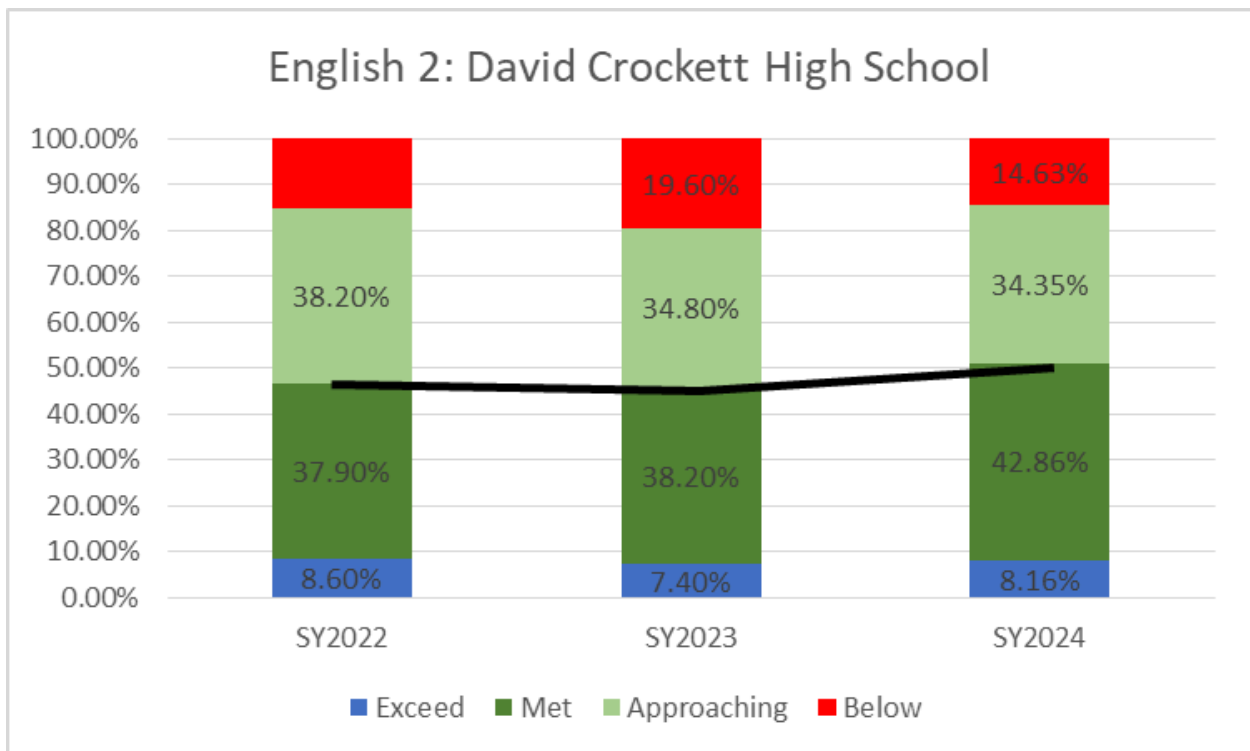
English 1: 2023-2024 DCHS

	SY2022	SY2023	SY2024
Below	22.1%	8.4%	8.42%
Approaching	55.6%	50%	53.11%
Met	16.7%	33.3%	31.14%
Exceed	5.6%	8.3%	7.33%



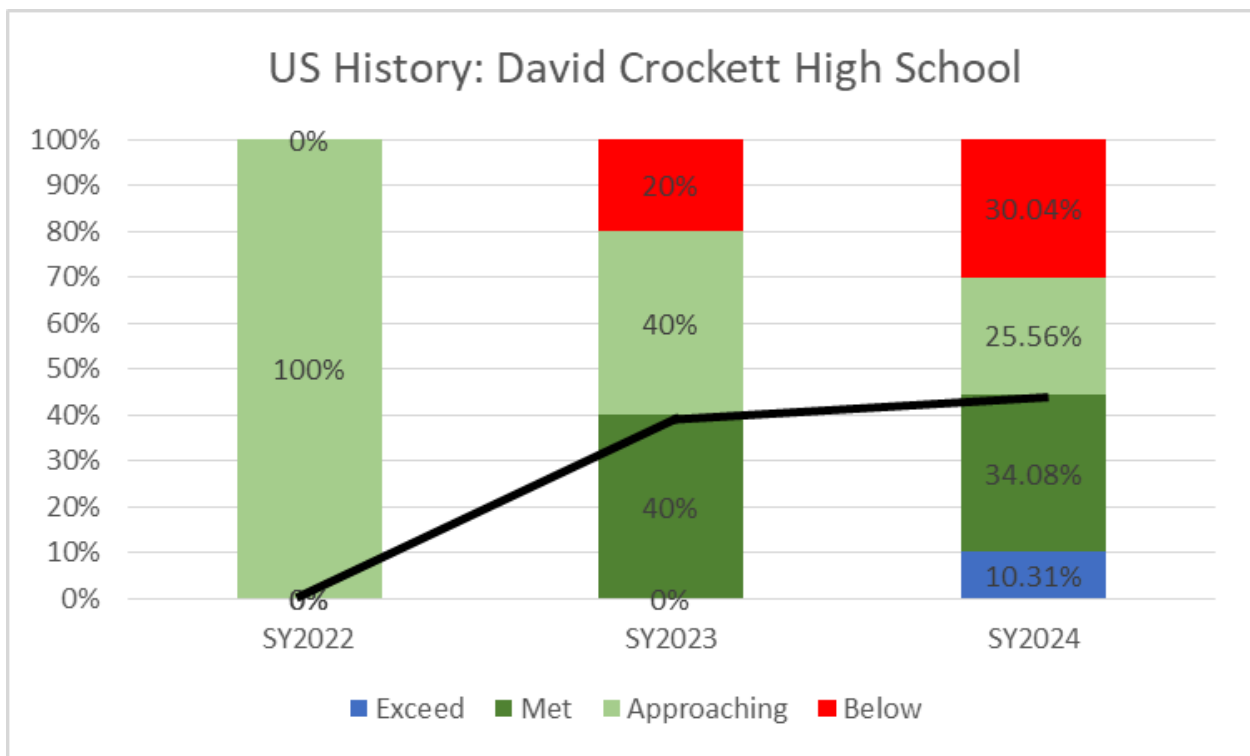
English 2: 2023-2024 DCHS

	SY2022	SY2023	SY2024
Below	15.35	19.6%	14.63%
Approaching	38.2%	34.8%	34.35%
Met	37.9%	38.2%	42.86%
Exceed	8.6%	7.4%	8.16%



US History: 2023-2024 DCHS

	SY2022	SY2023	SY2024
Below	0%	20%	30.04%
Approaching	100%	40%	25.56%
Met	0%	40%	34.08%
Exceed	0%	0%	10.31%



PURCHASING DEPARTMENT
WASHINGTON COUNTY BOARD OF EDUCATION

Purchase Order **Nº 2319**
 Date Issued **07-01-24**
 Appropriation No. **72250399**
 Dept. **Finance**
 School

PURCHASE ORDER

TO
SKYWARD
STEVENS POINT WI 54482

Deliver to
 Address **WASHINGTON COUNTY BOARD OF EDUCATION**
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)				
①	FINANCIAL MANAGEMENT CORE LICENSE			\$	28,596.48
②	TRUE TIME LICENSE				16,248.00
③	SUPPORT FEE - BUSINESS SUITE				14,704.44
④	SCHOOL BASED ACTIVITY ACCOUNTING LICENSE				8,124.00
⑤	FIXED ASSETS LICENSE				406.20
⑥	INSURANCE TRACKING LICENSE				406.20
	GRAND TOTAL - INCLUDING ALL ATTACHED PAGES			\$	68,485.32

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 Detail

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

Invoice #	0000231415
Invoice Date	07/01/2024
Due Date	07/16/2024
Invoice Total	68,485.32

* Invoice was emailed.

<u>Qty.</u>	<u>Item Description</u>	<u>Unit Price</u>	<u>Extension</u>
8124.00	FINANCIAL MANAGEMENT CORE (SAAS) - SOFTWARE LICENSE	3.5200	28,596.48
8124.00	TRUE TIME (SAAS) - SOFTWARE LICENSE	2.0000	16,248.00
8124.00	SUPPORT FEE - BUSINESS SUITE	1.8100	14,704.44
8124.00	SCHOOL BASED ACTIVITY ACCOUNTING - SOFTWARE LICENSE	1.0000	8,124.00
8124.00	FIXED ASSETS (SAAS) - SOFTWARE LICENSE	0.0500	406.20
8124.00	INSURANCE TRACKING (SAAS) - SOFTWARE LICENSE	0.0500	406.20

Software Licenses: 07/01/2024 - 06/30/2025

Quantity represents student count unless minimum rate applies.

Total Extension **68,485.32**

REMIT TO:

SKYWARD ACCOUNTING DEPT
2601 SKYWARD DRIVE
STEVENS POINT, WI 54482

Invoice #	0000231415
Invoice Date	07/01/2024
Payor	WASHINGTON COUNTY SCHOOL DIST
Due Date	07/16/2024 (WASHI*TN000)

Invoice Amount: 68,485.32

Remit Amount:

PURCHASING DEPARTMENT
WASHINGTON COUNTY BOARD OF EDUCATION

PURCHASE ORDER

Purchase Order **No 2320**

Date Issued **07-01-24**

Appropriation No. **72250399**

Dept. **INSTRUCTION**

School **Asbury; DBHS; DCHS**

TO
IMAGINE LEARNING
PHOENIX AZ 85038

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)				
TENNESSEE VIRTUAL LEARNING ACADEMY SITE LICENSES				
GRAND TOTAL - INCLUDING ALL ATTACHED PAGES			\$	76,460.28

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



100 S. Mill Ave.
Suite 1700
Tempe, AZ 85281
877-725-4257 x1037

FY25
141E 72250-399

Invoice

Date 7/1/2024
Invoice No. 947392
Acct. No. 03:wa:TN:12211755
PO No. 35192
Terms Net 30
Due Date 7/31/2024

Bill To
Washington County Board of Education
405 W College Street
Jonesborough TN 37659

Ship To
Washington County Board of Education
405 W College Street
Jonesborough TN 37659

Description	Quantity	Tax	Amount
Year 2 of 3			
Tennessee Virtual Learning Academy - Digital Libraries 6-12 Comprehensive All Content Concurrent User (MS and HS content for math, ELA, science, social studies, electives, AP, world languages, Virtual Tutors; excludes eDynamic Learning and P(more...))	20	0%	\$15,892.44
Tennessee Virtual Learning Academy - Digital Libraries Enhanced CTE Library Add-on Concurrent User	20	0%	\$2,420.00
Tennessee Virtual Learning Academy - Edgenuity Academic Integrity Add-on - Includes Plagiarism Checker and Speed Radar	20	0%	\$480.00
Daniel Boone HS - Digital Libraries 9-12 Comprehensive Site License (HS content for math, ELA, science, social studies, electives, AP, world languages, Virtual Tutors; excludes eDynamic Learning and Purpose Prep)	1	0%	\$15,000.00
Daniel Boone HS - Edgenuity Academic Integrity Add-on - Includes Plagiarism Checker and Speed Radar	1	0%	\$660.00
Daniel Boone HS - Digital Libraries Enhanced CTE Add-on Site License	1	0%	\$3,400.00
David Crockett HS - Digital Libraries 9-12 Comprehensive Site License (HS content for math, ELA, science, social studies, electives, AP, world languages, Virtual Tutors; excludes eDynamic Learning and Purpose Prep)	1	0%	\$16,666.50
David Crockett HS - Edgenuity Academic Integrity Add-on - Includes Plagiarism Checker and Speed Radar	1	0%	\$660.00
David Crockett HS - Digital Libraries Enhanced CTE Add-on Site License	1	0%	\$3,400.00

Edgenuity Inc., Imagine Learning, Inc., LearnZillion and Winsor Learning are now united under the new name Imagine Learning LLC.
Please email AR@imaginelearning.com if you need a W9 for the new TIN 45-1565841.

PLEASE NOTE THAT OUR PAYMENT REMIT HAS CHANGED
IMAGINE LEARNING LLC
LOCKBOX 880670
PO BOX 29650
PHOENIX, AZ 85038-9650

Wire and ACH Instructions:

Account Name Imagine Learning LLC
Account Number 951761233
Routing/ABA Number 122100024
SWIFT # CHASUS33

Bank Name JPMorgan Chase Bank
New York, NY 10017



Invoice

100 S. Mill Ave.
Suite 1700
Tempe, AZ 85281
877-725-4257 x1037

Date 7/1/2024
Invoice No. 947392
Acct. No. 03:wa:TN:12211755
PO No. 35192
Terms Net 30
Due Date 7/31/2024

Description	Quantity	Tax	Amount
Asbury Optional High - Digital Libraries 6-12 Comprehensive All Site License (MS and HS content for math, ELA, science, social studies, electives, AP, world languages, Virtual Tutors; excludes eDynamic Learning and Purpose Prep)	1	0%	\$15,082.53
Asbury Optional High - Edgenuity Academic Integrity Add-on - Includes Plagiarism Checker and Speed Radar	1	0%	\$465.50
Asbury Optional High - Digital Libraries Enhanced CTE Add-on Site License	1	0%	\$2,333.31

Subtotal \$76,460.28
Total \$76,460.28
Amount Due \$76,460.28



Price Quote

8860 E. Chaparral Rd
Ste 100
Scottsdale, AZ 85250
877-725-4257

Date 4/3/2023
Quote No. 300483
Acct. No. 03:wa:TN:12211755
Total \$236,204.55
Pricing Expires 7/31/2023

Washington County Board of Education
405 W College St
Jonesborough TN 37659

141E 72250-399

Payment Schedule	Contract Start	Contract End
Invoice July 1	7/1/2023	6/30/2026
Payment Schedule:		
Year 1 23-24: \$83,284.00		
Year 2 24-25: \$76,460.28		
Year 3 25-26: \$76,460.27		

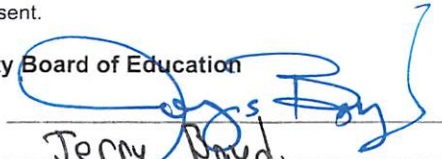
Site	Description	Comment	End Date	Per Unit	Qty	Amount
1.	Asbury Optional High					
2.	Daniel Boone High School					
3.	David Crockett High School					
4.	Tennessee Virtual Learning Academy					
	EdgeEX Promotional Access – Available Fall 2023, access not to exceed 6/30/2024		06/30/2026	\$0.00	4	\$0.00

Site	Description	Comment	End Date	Per Unit	Qty	Amount
	Tennessee Virtual Learning Academy					

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Standard Terms and Conditions ("Terms and Conditions"). These Terms and Conditions are available at <https://www.imaginelearning.com/standard-terms-and-conditions>, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Imagine Learning's written consent.

Washington County Board of Education

Signature: 

Print Name: Jerry Boyd

Title: Superintendent

Date: 8-7-2023

Imagine Learning Representative

Account Executive - TN
Katherine Morgan
katherine.morgan@imaginelearning.com

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order information to AR@imaginelearning.com or fax to 480-423-0213.



Price Quote

8860 E. Chaparral Rd
 Ste 100
 Scottsdale, AZ 85250
 877-725-4257

Date 4/3/2023
 Quote No. 300483
 Acct. No. 03:wa:TN:12211755
 Total \$236,204.55
 Pricing Expires 7/31/2023

Site	Description	Comment	End Date	Per Unit	Qty	Amount
	Digital Libraries 6-12 Comprehensive All Content Concurrent User (MS and HS content for math, ELA, science, social studies, electives, AP, world languages, Virtual Tutors; excludes eDynamic Learning and Purpose Prep)		06/30/2026	\$2,400.00	20	\$48,000.00
	Digital Libraries Enhanced CTE Library Add-on Concurrent User		06/30/2026	\$363.00	20	\$7,260.00
	Edgenuity Academic Integrity Add-on - Includes Plagiarism Checker and Speed Radar		06/30/2026	\$72.00	20	\$1,440.00

Site	Description	Comment	End Date	Per Unit	Qty	Amount
1. Daniel Boone High School						
2. David Crockett High School						
	Digital Libraries 9-12 Comprehensive Site License (HS content for math, ELA, science, social studies, electives, AP, world languages, Virtual Tutors; excludes eDynamic Learning and Purpose Prep)		06/30/2026	\$57,420.00	2	\$114,840.00
	Digital Libraries Enhanced CTE Add-on Site License		06/30/2026	\$13,200.00	2	\$26,400.00
	Edgenuity Academic Integrity Add-on - Includes Plagiarism Checker and Speed Radar		06/30/2026	\$1,980.00	2	\$3,960.00

Site	Description	Comment	End Date	Per Unit	Qty	Amount
1. Asbury Optional High						
	Digital Libraries 6-12 Comprehensive All Site License (MS and HS content for math, ELA, science, social studies, electives, AP, world languages, Virtual Tutors; excludes eDynamic Learning and Purpose Prep)		06/30/2026	\$46,464.00	1	\$46,464.00
	Digital Libraries Enhanced CTE Add-on Site License		06/30/2026	\$6,189.00	1	\$6,189.00
	Edgenuity Academic Integrity Add-on - Includes Plagiarism Checker and Speed Radar		06/30/2026	\$1,396.50	1	\$1,396.50

Site	Description	Comment	End Date	Per Unit	Qty	Amount
1. Washington County Board of Education						
	Integration Clever/User provisioning (creates student and teachers from Clever)		06/30/2026	\$0.00	1	\$0.00
	Professional Development Onsite Day		06/30/2026	\$3,500.00	1	\$3,500.00
	Professional Development Webinar Training		06/30/2026	\$750.00	4	\$3,000.00



8860 E. Chaparral Rd
Ste 100
Scottsdale, AZ 85250
877-725-4257

Price Quote

Date 4/3/2023
Quote No. 300483
Acct. No. 03:wa:TN:12211755
Total \$236,204.55
Pricing Expires 7/31/2023

Subtotal	\$262,449.50
Discount	(\$26,244.95)
Total	\$236,204.55

PURCHASING DEPARTMENT
WASHINGTON COUNTY BOARD OF EDUCATION

Purchase Order **Nº 2317**
 Date Issued **07-01-24**
 Appropriation No. **71100349**
 Dept. **HUMAN RESOURCES**
 School

PURCHASE ORDER

TO
FRONTLINE TECHNOLOGIES GROUP LLC
PHILADELPHIA PA 19178

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)				
① HUMAN CAPITAL MANAGEMENT				\$ 29,282.58
② ABSENCE AND SUBSTITUTE MANAGEMENT				30,100.35
GRAND TOTAL - INCLUDING ALL ATTACHED PAGES				\$ 59,382.93

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
#INVUS198772

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

Start Date: 8/6/2021
Due Date: 7/31/2024

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	7/1/2024	6/30/2025	9015061 Washington County School District (TN)	\$29,282.58	\$29,282.58

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 \$29,282.58

TOTAL DUE \$29,282.58
by 7/31/2024



INVOICE

Acct #: 9015061
#INVUS198773

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

Start Date: 7/1/2024
Due Date: 7/31/2024

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	Absence & Substitute Management, unlimited usage for internal employees	7/1/2024	6/30/2025	9015061 Washington County School District (TN)	\$30,100.35	\$30,100.35

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 \$30,100.35

TOTAL DUE \$30,100.35
by 7/31/2024

Fulcrum Management Solutions Inc.

Contact: Khushnum Kapur
 Phone: +1 7783193202
 Email: khushnum.kapur@thoughtexchange.com

Service Order

Customer Information

Bill To: Washington County School District
 Address: 405 W College St, Jonesborough, Tennessee 37659 United States
 Postal/Zip Code: 37659

Billing Contact Name:
 Billing Contact Email:
 Billing Contact Phone:

Ship To (if different than Bill To):

Address:
 Postal/Zip Code:

Shipping Contact Name:
 Shipping Contact Email:
 Shipping Contact Phone:

Order Details

Order total: \$37,865.00
 Currency: USD
 Billing Frequency: All Up-Front
 Payment Terms: Net 30 days

Subscription Start Date: August 1, 2024
 Subscription End Date: July 31, 2025
 Number of Students: 8,252
Automatic Renewal: Yes
 Annual Price Increase: 5.0%

This is not an invoice –do not remit payment until an invoice has been issued.

Product Details

Product Name	Features	Amount
Engagement+	<ul style="list-style-type: none"> • Exchanges (for up to 10 Leaders) • Surveys (for up to 5 Leaders) • Access to Customer Success • Access to Events and Resources • Administrative Controls • Analytics and Data Visualization • Contact Box • Customisable Branding • Domain Limiting • Enhanced Analytics: Compare Survey Questions • Exchange Data Download • Exchange Question Library • Integrations - Calendar and Participant Invitation • Machine Moderation • Multilingual Participation • Participation Groups • Product Support • Rooms • Survey Branching • Templates • Templated Surveys • Up to 50 survey questions per Engagement 	\$37,865.00

Services Description can be found at: <https://thoughtexchange.com/services-description/>



Purchase Order Information

Is a Purchase Order (PO) required? Yes No
Is the licensee exempt from sales and use tax? Yes No

Customer Purchasing Contact Email:

Any purchasing or vendor registration documents can be directed to accounts@thoughtexchange.com

Terms and Conditions

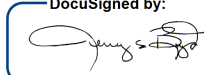
The services described in this order are governed by the Subscription Terms found at: <https://thoughtexchange.com/subscription-terms>

This Agreement supersedes and replaces any and all previous agreements between the parties, specifically including the agreement between the parties dated August 8, 2023

Acceptance

Please indicate your acceptance of this agreement (including the attachments) by signing below and returning this Service Order to us. By signing you represent that you are authorized to agree to this agreement on behalf of the undersigned organization.

Washington County School District

DocuSigned by:

By: _____
02DE7A751231414...
Jerry Boyd

Print Name Above

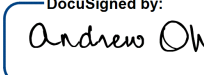
Superintendent

Title

June 10, 2024 | 08:23:30 PDT

Date

Fulcrum Management Solutions Inc.

DocuSigned by:

By: _____
9EA25F9F42474FF...
Andrew Oh

Print Name Above

CFO

Title

June 10, 2024 | 08:24:12 PDT

Date

Certificate Of Completion

Envelope Id: A7F32C61E0DD4723827D304CA376D25A	Status: Completed
Subject: ThoughtExchange - Contract Renewal Notice and Required Paperwork	
Source Envelope:	
Document Pages: 2	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Khushnum Kapur
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	Suite E, 1990 Columbia Ave PO Box 2260
	Rossland, BC V0G 1Y0
	khushnum.kapur@thoughtexchange.com
	IP Address: 64.180.46.249

Record Tracking

Status: Original	Holder: Khushnum Kapur	Location: DocuSign
5/29/2024 2:02:09 PM	khushnum.kapur@thoughtexchange.com	

Signer Events

Jerry Boyd
 boydj@wcde.org
 Superintendent
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 62DE7A751231414...
 Signature Adoption: Uploaded Signature Image
 Using IP Address: 96.4.208.124

Timestamp

Sent: 5/29/2024 2:15:36 PM
 Viewed: 6/10/2024 8:22:12 AM
 Signed: 6/10/2024 8:23:30 AM

Electronic Record and Signature Disclosure:
 Accepted: 6/10/2024 8:22:12 AM
 ID: 936d7054-b1a3-4f51-a427-2245d0b7deb4

Andrew Oh
 andrew.oh@thoughtexchange.com
 CFO
 Fulcrum management solutions inc.
 Signing Group: TE Sales Signatory
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 9EA25F9F42474FF...
 Signature Adoption: Pre-selected Style
 Using IP Address: 24.87.62.120

Sent: 6/10/2024 8:23:31 AM
 Viewed: 6/10/2024 8:24:00 AM
 Signed: 6/10/2024 8:24:12 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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accounts.receivable@thoughtexchange.com	COPIED	Sent: 6/10/2024 8:24:13 AM
accounts.receivable@thoughtexchange.com		
Security Level: Email, Account Authentication (None)		

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	5/29/2024 2:15:36 PM
Certified Delivered	Security Checked	6/10/2024 8:24:00 AM
Signing Complete	Security Checked	6/10/2024 8:24:12 AM
Completed	Security Checked	6/10/2024 8:24:13 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Thoughtexchange (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact Thoughtexchange:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: accounts@thoughtexchange.com

To advise Thoughtexchange of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at accounts@thoughtexchange.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from Thoughtexchange

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to accounts@thoughtexchange.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Thoughtexchange

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to accounts@thoughtexchange.com and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Thoughtexchange as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Thoughtexchange during the course of my relationship with you.



Name of Event:	
Contact Person:	
Contact' s Email:	Phone #
Date of Event:	Time of Event:
Rooms/Resources Requested:	
Setup Date:	Setup Time:

At Crossroads Christian Church, we love to share our facilities with our neighbors and community. In return, we ask for your courtesy in following these guidelines while on our campus. Crossroads is a Christian organization, and usage of the facilities must be done in such a way that it respects the values of our organization.

General Campus Guidelines

- Your event or activity should only use the space or spaces previously agreed upon. This includes the gym stage.
- Please do not use any type of adhesive or tacks on the walls or stage.
- Please do not leave doors propped open unless it is to carry in supplies for your event.
- An adult should supervise children at all times, and they should not be allowed to wander through the facilities.
- You are responsible for movement and setup of tables/chairs for events on our campus. Please clean tables and chairs after use.
- If you are borrowing chairs and tables from Crossroads, you will need to provide people to load and unload them. Please make sure tables/chairs have been cleaned after use.
- Do not park on any grassy areas or drive on concrete walkways.
- Do not drive onto any of the recreational fields.
- Use of alcoholic beverages and illegal drugs are prohibited on campus.
- Music choices should be free of offensive language and content.
- Smoking and vaping are not allowed in any building on campus.
- Spray glue cannot be used inside any building on campus.
- Spray paint cannot be used inside any building, on outside concrete, or in the parking lot.
- Take all supplies with you each time you use the campus. Supplies should not be stored on campus.
- Please understand that we reserve the right to cancel major events in the case of an emergency.
- Please understand that we reserve the right to cancel weekly/monthly-scheduled events in the case of an emergency or church-related event.

TECH USE

- Use of the house sound system or projection system will require hiring a technician from the Crossroads Worship Arts Team at a rate of \$25/hour.
- A Fender Passport portable sound system with microphone can be reserved and used free of charge. The system is stored in the room to the right of the stage.
- Musical and sound equipment (including the piano) should only be used if previously agreed upon.

GYMNASIUM

- The stage area is not to be used unless previously agreed upon.
- You are responsible for your own setup and cleanup. Please only use tables agreed upon, as they may be reserved for another group.
- Use a chair dolly to move groups of chairs. There are dollies in the table storage closet to the left of the stage. Please don't drag them across the floor.
- Please do not stand or climb on the stacked chairs.
- Following your event, stack chairs six high. Use a chair dolly to move chairs to sides of the gym. **Please do not stand or sit on stacked chairs.**
- Empty trash containers and put new liners in each container. Trash liners are on the kitchen counter. Take all trash to the dumpster located in the gravel parking area at the front of the campus.
- Wipe down tables. Return tables to the original location.
- Mop up spills. Sweep gym floor and entrance lobby. Cleaning supplies, mops, vacuum, and dust mops are located in the back of the restroom/storage room to the right of the stage.
- Check restrooms. Empty trash. A new liner will be provided to put in the can. Flush all toilets. Turn off lights.
- If stage curtains are used, please do not hang anything from bars or pin anything to curtains.
- Please do not pin or hang anything from the Connect Center.
- No food or drinks on the stage.
- Use restrooms in the lobby instead of restrooms on each side of the stage. These are storage areas.
- **Please do not use any type of adhesive or tacks on the walls or stage.**

KITCHEN

- Sweep and mop up spills.
- Empty trash and replace liners. Liners are on the counter. Take trash to the dumpster.

- Wash any dishes or utensils used and put them away.
- Leave used dishtowels in the sink.
- Please take all leftover food.
- Please do not store any of your supplies in the kitchen cabinets or pantry.
- The Crossroads kitchen is only a warming kitchen. It is essential that you turn on the stove hood fan as well as the box fan located on top of the freezer when using the regular oven or the convection oven.

CLASSROOMS AND LOWER AUDITORIUM IN MAIN BUILDING

- After use, reset room to its original layout.
- Empty trash can and take to the dumpster. A new liner will be provided to put in the can. Please empty bathroom trash as well.
- Sweep or vacuum floor and wipe down tables. Cleaning supplies, brooms, mops, and vacuum are located in the storage closet of Room 103.
- Clean off whiteboards.
- Check restrooms to make sure all toilets have been flushed and turn off lights.
- Please do not store your supplies in the classrooms or storage closets.
- Please do not use any type of adhesive or tacks on the walls.

NURSERY

- Empty all trash and take trash to the dumpster. A new liner will be provided to put in the can.
- Check that toilet has been flushed.
- Wipe all surfaces with the Clorox wipes provided.
- Sanitize used toys with Clorox wipes provided and put all toys away.
- Please do not use any type of adhesive or tacks on the walls.

CHILDREN' S MINISTRY BUILDING

- Reset rooms to the original setup.
- Wipe down tables.
- Clean off the whiteboards.
- Empty trash and take to the dumpster. A new liner will be provided to put in the can.
- Sweep and wipe up any spills.
- Check restrooms. Empty trash. Flush all toilets. Turn off lights.
- Please do not store your supplies in any rooms or storage areas of the building.
- The helium tank and copier are only to be used for church-related events.
- Please do not use any type of adhesive or tacks on the walls.

STUDENT MINISTRY BUILDING

- Empty trash and replace liners. Liners are in the kitchen area. Take trash to the dumpster.
- Please do not any type of adhesive or tacks on the walls.
- Please do not move the soundboard.
- Sweep and clean up any spills.
- Wash, dry, and put away any dishes or utensils used.
- Leave wet dishtowels hanging over the sink area.
- Return tables to the storage closet.
- Reset the room to the original position.
- Please do not store your supplies in the main room, kitchen, or storage closets.
- Take all leftover food.
- Check restrooms. Empty trash. New liners are in the kitchen area. Flush all toilets. Turn off lights.
- Stage or stage equipment should not be used unless previously agreed upon.

RECREATION FIELDS

- Do not drive onto fields.
- Do not park on fields.
- Pick up trash and empty trash in the dumpster located near the campus entrance.
- Please move equipment off of the field after use.

Kingsport, TN 37663

Estimate

Phone # 423-323-8197

6/21/2024

Fax # 423-323-8704



18105

Contract Submitted To:	ATTN:	
WA County Schools Jeremy Moore 1300 Suncrest Dr Gray, Tn, 37615	E-mail:	
	Job Name	
	Location	

Description	Total
Approx. 18,986 Square Feet of Fine Grade removing 6" of material and replacing with: 4" Compacted Base Stone 2" Compacted Surface Mix ** No other milling, hauling, utility relocation, digging, striping, or materials included. ** Only one mobilization per phase included. Additional will require a change order. ** No permits or testing included.	105,497.00
Stripe lot per plans.	783.00
Remove Existing curb.	2,500.00

Asphalt Clause: Pricing quoted herein is based on Liquid Asphalt Index Pricing from our supplier for the date of quote. per liquid ton. Due to volatility in oil markets, pricing is subject to change, and will be adjusted at time of placement.

Exclusions/Disclaimers:

- As a standard anything not specifically listed above or addressed in this section shall be considered excluded regardless of plan specs Including "Incidentals".
- Testing, Permits, Fees, Bonds, Demolition, Heavy Grading Layout, ThermoPlastic, Manhole and/or Grating Adjustments, Staking Layout are excluded from this quote
- Traffic control; anything beyond two (2) flagmen is excluded
- No Signage is included in this quote unless specifically stated above
- Rock Clause (will be additional charge if there is rock to be removed)
- Sub-Grade to be within +/- 0.1 of required grade

We propose to furnish labor, equipment, and materials to complete work listed in a professional, workmanlike manner according to standard industry practices. Payment is due at time of service. Accounts not paid within 30 days are subject to an 18% monthly finance charge. Should legal proceedings become necessary to collect payment, customer is responsible for court costs and our attorney fees.

Thank you for the opportunity to earn your business!

Authorized Signature: _____

Terms

Total \$108780.00

I/We hereby accept the terms set forth in this quote and authorize BRACKEN PAVING, to perform the aforementioned work.

PARKING LOT LEASE AGREEMENT

This Agreement is entered into this the ____ day of _____, ~~2023-2024~~ by and between the Washington County Board of Education (hereinafter, “the School Board”) and ~~the Board of Elders for~~ Crossroads Christian Church (hereinafter, “the Church”) and sets forth the terms and conditions governing the School Board’s lease of the Church’s parking lot.

1. General Terms. For the initial sum of _____, ~~\$250,000.00~~, paid by the School Board to the Church on or before ~~June 30, 2023~~ March 31, 2024, and thereafter, on July 1 for each year of this lease, the annual sum of one dollar (\$1.00), the Church does hereby grant to the School Board a non-exclusive right to use the Church’s parking lot for the purpose of overflow parking from Daniel Boone High School. This lease shall be renewed automatically and annually ~~run~~ through June 30, 2048 ~~2049~~, unless prior notice to terminate the lease is given by either party at least one month prior to renewal. This lease ~~and~~ may be renewed beyond 2048 ~~2049~~ by the agreement of both the School Board and the Church.

2. Conditions. The Church shall have the right to establish reasonable requirements on the use of the parking lot, such as designating specific areas to park, and the School Board shall cooperate in good faith with the Church to respect the Church’s ownership of the property. Any activity on the leased property shall be in accordance with the Church’s acceptable use policy and any conduct outside this policy may result in termination of the contract.

3. Maintenance. The Church shall be exclusively responsible for any maintenance and upkeep of the parking lot, and the Church specifically waives any claim for contribution toward the maintenance and upkeep of the lot made necessary, in whole or part, by the School Board’s use. It is understood and agreed that the initial sum set forth in Paragraph 1 above is intended to compensate the Church in advance for any wear and tear on the lot occasioned by the School Board’s use.

4. Insurance and indemnity. It is understood and agreed by and between the School Board and the Church that this parking lot is unsecured and that there is no way to monitor access to it. Accordingly, both parties understand and agree that it is their responsibility to carry appropriate insurance on their own property, and the Church would require that the School Board continue to carry at least \$1 million of general liability per occurrence and \$32 million in the aggregate and that the Church be named as an additional insured party and provide the Church with a certificate of insurance annually. and both parties disclaim any duty to indemnify the other except to the extent that Tennessee law may require otherwise.

IN WITNESS WHEREOF, we have set our hands:

Mike Masters,

Chairman of the Board

Washington County Board of Education

Jamie Hunigan,

Chairman, Board of Elders

Crossroads Christian Church

PURCHASING DEPARTMENT
WASHINGTON COUNTY BOARD OF EDUCATION

PURCHASE ORDER

Purchase Order **№ 2321**
 Date Issued **07-01-24**
 Appropriation No. **72710729**
 Dept. **TRANSPORTATION**
 School

TO
MERCEDES-BENZ OF NASHVILLE

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)				
2023 MERCEDES-BENZ SPRINTER 2500		2	\$ 57,946.55	
* STATE CONTRACT # 80121 *				
GRAND TOTAL - INCLUDING ALL ATTACHED PAGES				\$ 115,843.10

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.	APPROVED:
	Authorized Signature	Purchasing Agent

Mercedes-Benz of Nashville

Date: 10/18/2023
 Salesperson: Pat Pointer
 Manager: Kirt Kuhn

FOR INTERNAL USE ONLY

BUSINESS NAME WASHINGTON COUNTY SCHOOL DISTRICT 1 Home Phone: (423) 426-5473
CONTACT _____

Address : JONESBOROUGH, TN 37659 Work Phone: _____
WASHINGTON

E-Mail : robertst@wcde.org Cell Phone: (423) 753-1172

VEHICLE

Stock # : PT152347 New / Used : New VIN : W1Y40CHY4PT152347 Mileage: 6
 Vehicle : 2023 Mercedes-Benz Sprinter 2500 Color : 29147/White
 Type : High Roof 4-Cyl M2CA7G

TRADE IN

Payoff : _____ VIN : _____ Mileage: _____
 Vehicle : _____ Color : _____
 Type : _____

Sonic Price	<u>58,634.00</u>
Discount	<u>799.00</u>
Rebate	<u>1,000.00</u>
Adjusted Price	<u>56,835.00</u>
_____	_____
_____	_____
_____	_____
_____	_____
Total Purchase	<u>56,835.00</u>
Fair Market Value	_____
Trade Difference	_____
Doc Fee	<u>799.00</u>
Tax	<u>.00</u>
Non Tax Fees	<u>312.65</u>
Net Price	<u>57,946.65</u>
Trade Payoff	_____
Cash Deposit	<u>.00</u>
Balance	<u>57,946.65</u>

Purchaser's Signature _____ Accepted for MB of Nashville _____

Co-Purchaser's Signature _____

This worksheet is not valid unless signed and accepted by an authorized official of Mercedes-Benz of Nashville and approved by a lending institution, if any, of Buyer's or Seller's choice as to any deferred balance. Processing Fee represents Dealer's recovery of administrative overhead expenses plus profit. In the event the buyer rejects the contract after acceptance by Mercedes-Benz of Nashville and financing (if any has been approved), seller may apply deposit to cover its reasonable costs, but seller waives no other remedies. Buyer certifies to be 18 years of age or older.

State Contract # 80121

Brad Hale

From: Jarrod ADAMS <adamsj@wcde.org> on behalf of Jarrod ADAMS
Sent: Tuesday, June 11, 2024 4:00 PM
To: Brad Hale
Cc: Jennifer Moore
Subject: Re: FW: Sprinter 170 gas

State Contract #80121

Dr. Jarrod Adams
Chief Operations Officer
Washington County Department of Education

On Tue, Jun 11, 2024, 3:42 PM Brad Hale <haleb@wcde.org> wrote:

Jarrold,

Do we have a State Contract # for this purchase or is this from a Purchasing Cooperative?

Otherwise we have to bid this out for the new fiscal year unless I get different instructions from the State Auditors.

W. Brad Hale, MBA

Chief Financial Officer

Washington County Department of Education

(W) 423-753-1105

(F) 423-753-1114

From: Jennifer Moore [mailto:moorej@wcde.org]
Sent: Tuesday, June 11, 2024 3:19 PM
To: Brad Hale <haleb@wcde.org>
Subject: Fwd: Sprinter 170 gas

----- Forwarded message -----

From: **Jarrold ADAMS** <adamsj@wcde.org>

Date: Tue, Jun 11, 2024 at 3:18 PM

Subject: Fwd: Sprinter 170 gas

To: Jennifer Moore <moorej@wcde.org>

For Board workshop...

Dr. Jarrod Adams

Chief Operations Officer

Washington County Department of Education

----- Forwarded message -----

From: **Tony Roberts** <robertst@wcde.org>

Date: Tue, Jun 11, 2024 at 6:31 AM

Subject: Fwd: Sprinter 170 gas

To: Jarrod ADAMS <adamsj@wcde.org>

----- Forwarded message -----

From: **Pointer, Patrick** <Patrick.Pointer@mercedesbenzofnashville.com>

Date: Mon, Jun 10, 2024 at 7:45 PM

Subject: Sprinter 170 gas

To: Tony Roberts <robertst@wcde.org>

At the moment there are 2 170 white gas available. The quote would be the same as the attached, but \$2,000 less due to MSRP. Please give me a call. Thanks.

Best Regards,

-Pat

Pat Pointer, CV Manager
Mercedes-Benz Sprinter Nashville
Franklin, TN

615.807.0058

--

Thank you,

Tony Roberts

Washington County Schools

Transportation Supervisor

--

Jennifer D. Moore

Executive Assistant

Washington County Schools

405 West College Street

Jonesborough, TN 37659

(423)753-1100

CUSTOMER FUEL AGREEMENT

This agreement is entered into by and between Blossman Gas, Inc., herein referred to as "Blossman", and Washington County Schools, herein referred to as "Customer", whose address is: 405 W. College Street, Jonesboro, TN 37659

The term of this agreement shall be three (3) years commencing on **July 1, 2024**, and ending on **June 30, 2027**, and will automatically renew for one year under the same terms and conditions, unless customer gives written notice within 90 days of initial or subsequent lease periods that they wish not to renew.

Blossman agrees to continue to provide, at an annual lease of \$300 each, 2 AutoGas dispensers at Customer's facilities with all necessary equipment required for the propane AutoGas refueling of Customer's motor vehicles. The dispensers will remain property of Blossman, who will be responsible for ordinary maintenance and general upkeep of the dispensing equipment. Any damage to dispenser, other property, or injury to other persons or property as a result of negligence on the part of Customer, its agents, employees or others related to Customer's use of dispensing equipment will be the sole responsibility of Customer. Blossman also agrees to continue to lease 6 additional tanks to Customer, at an annual lease of \$100 each.

Blossman agrees to charge, and Customer agrees to pay Blossman a price per gallon for propane as follows:

A fixed price of **\$1.89** per gallon, plus applicable federal, state and local motor fuel, excise and/or sales taxes.

Blossman will invoice customer for each delivery of propane purchased under this agreement. All invoice payments will be due within thirty (30) days from the invoice date and shall be considered past due on the sixtieth (60th) day following the invoice date. Should an invoice remain past due for sixty (60) days, Blossman may terminate this agreement and all of its obligations hereunder.

Signed and agreed to this _____ day of _____, 2024



Blossman Gas Representative

Customer Representative

6/17/24

Date

Date



BUS INVENTORY SY 2024-2025

The following inventory lists the purchase year and number purchased of conventional AND mini-buses. This inventory list will be used to predict future bus purchasing needs for Washington County Schools.

REGISTRATION YEAR	NUMBER OF CONVENTIONAL BUSES	NUMBER OF MINIBUSES	YEAR OF REPLACEMENT
2011	4	2	2026
2012	6	2	2027
2013	9	3	2028
2014	8	3	2029
2015	4	7	2030
2016	9	3	2031
2017	4	0	2032
2018	6	3	2033
2019	7	2	2034
2020	5 Propane	0	2035
2021	6 Propane; 1 Electric	0	2036
2022	7 Propane	3	2037
2023	0	0	2038
2024	1 Propane; 3 Diesel	0	2039
TOTAL	80	28	

The following buses will be removed from service at the end of the 2024-2025 SY:

Regular Buses-13, X91- These buses will be replaced.

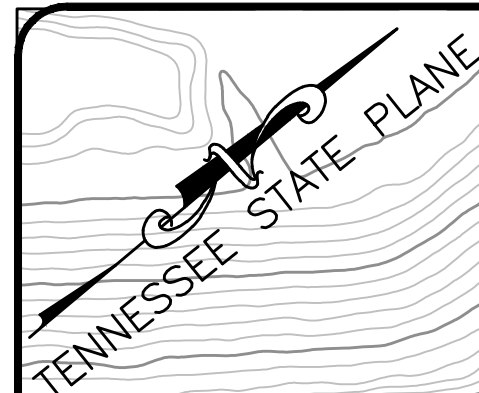
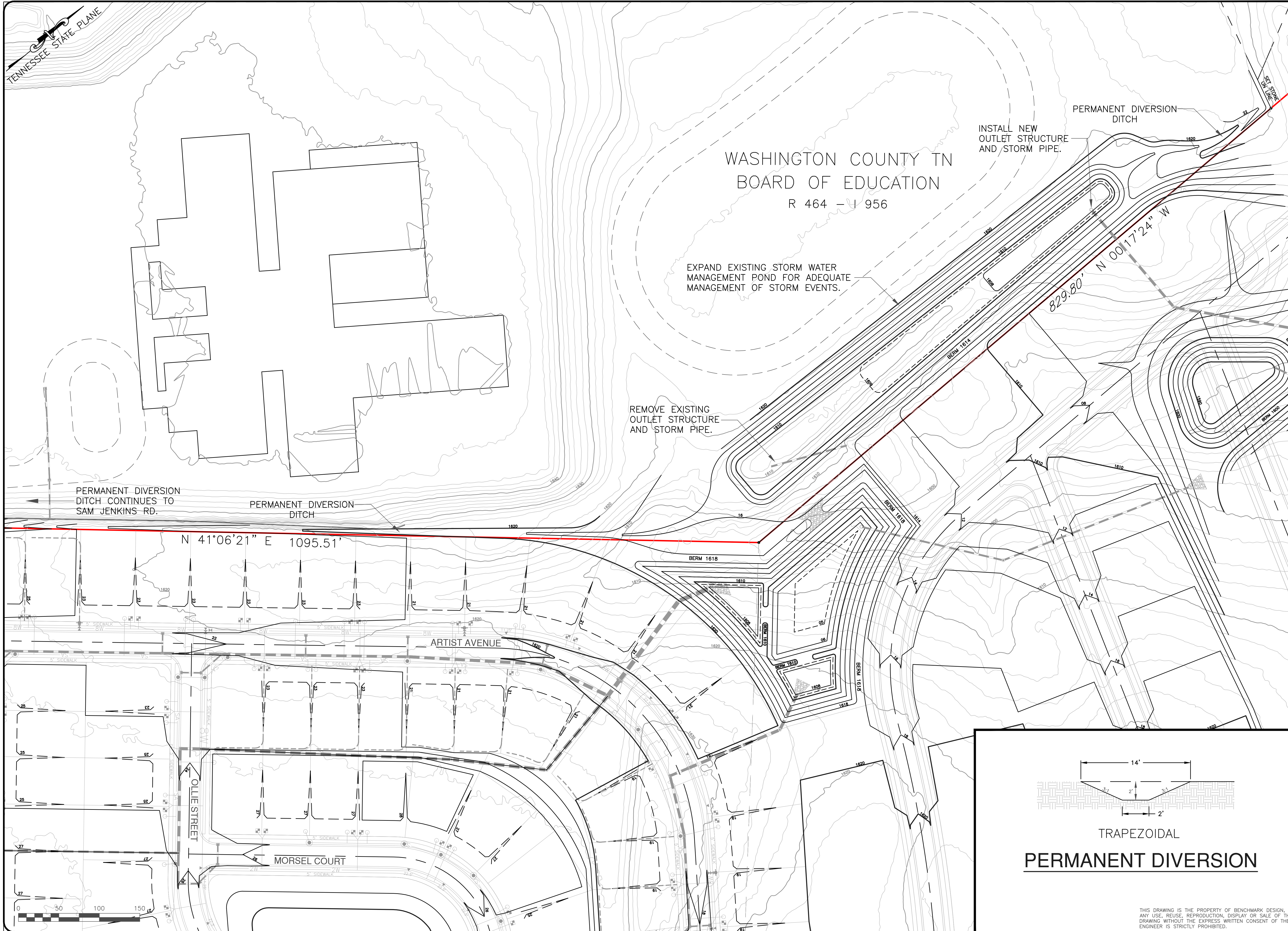
Mini-Buses-118, A124, A125

Board of Directors

Annette Buchanan
Mary Beth Dellinger
Keith Ervin

Chad Fleenor
David Hammond
Gregg Huddlestone

Mike Masters
Whitney Riddle
Vince Walters



WASHINGTON COUNTY TN
BOARD OF EDUCATION
R 464 - U 956

INSTALL NEW
OUTLET STRUCTURE
AND STORM PIPE.

PERMANENT DIVERSION
DITCH

EXPAND EXISTING STORM WATER
MANAGEMENT POND FOR ADEQUATE
MANAGEMENT OF STORM EVENTS.

REMOVE EXISTING
OUTLET STRUCTURE
AND STORM PIPE.

PERMANENT DIVERSION
DITCH CONTINUES TO
SAM JENKINS RD.

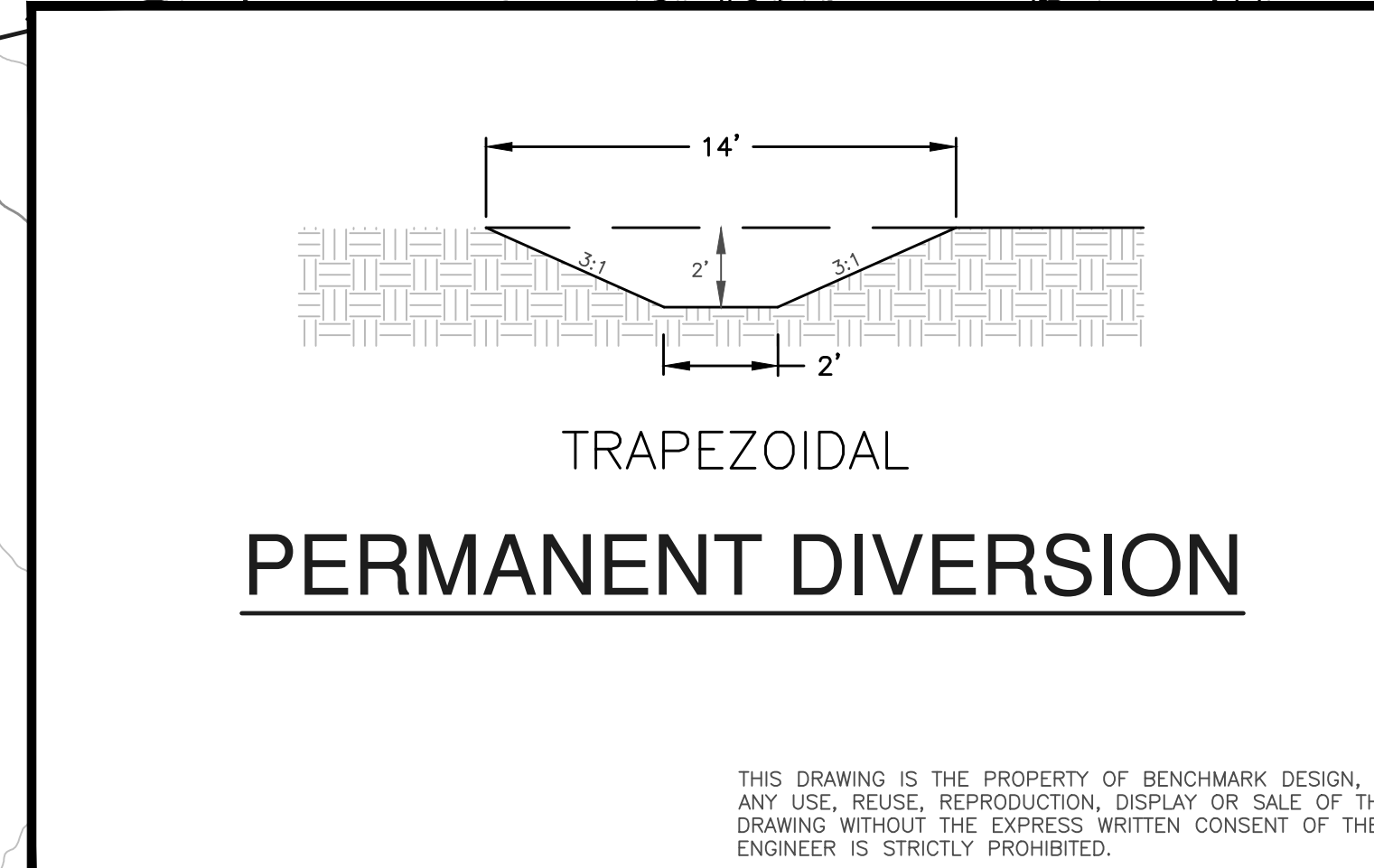
PERMANENT DIVERSION
DITCH

N 41°06'21" E 1095.51'

ARTIST AVENUE

OLLIE STREET

MORSEL COURT



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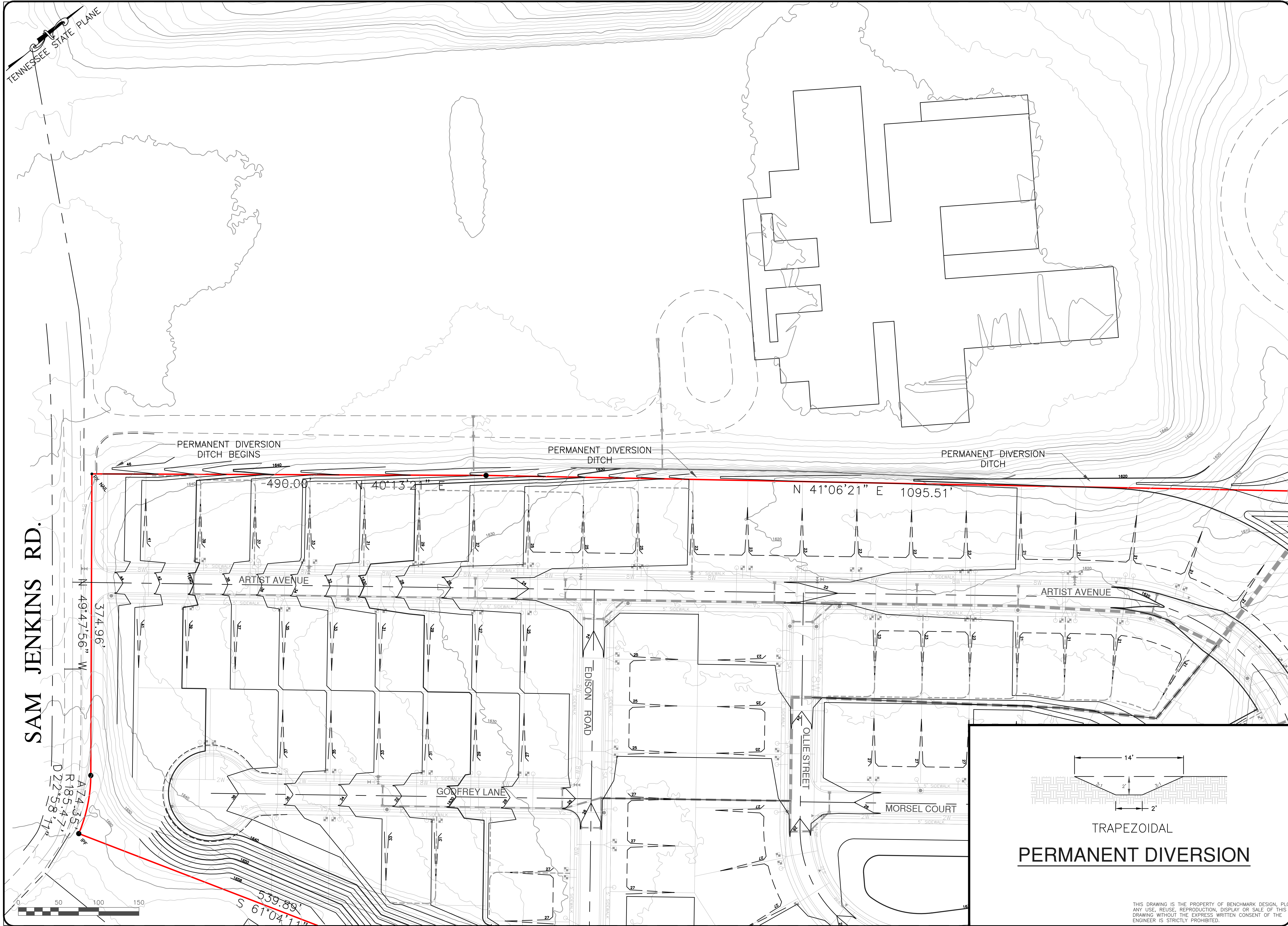
OFFSITE
GRADING & DRAINAGE

CONSTRUCTION PLANS FOR
PHASE 1 KEEBLER MEADOWS
JOHNSON CITY, TENNESSEE



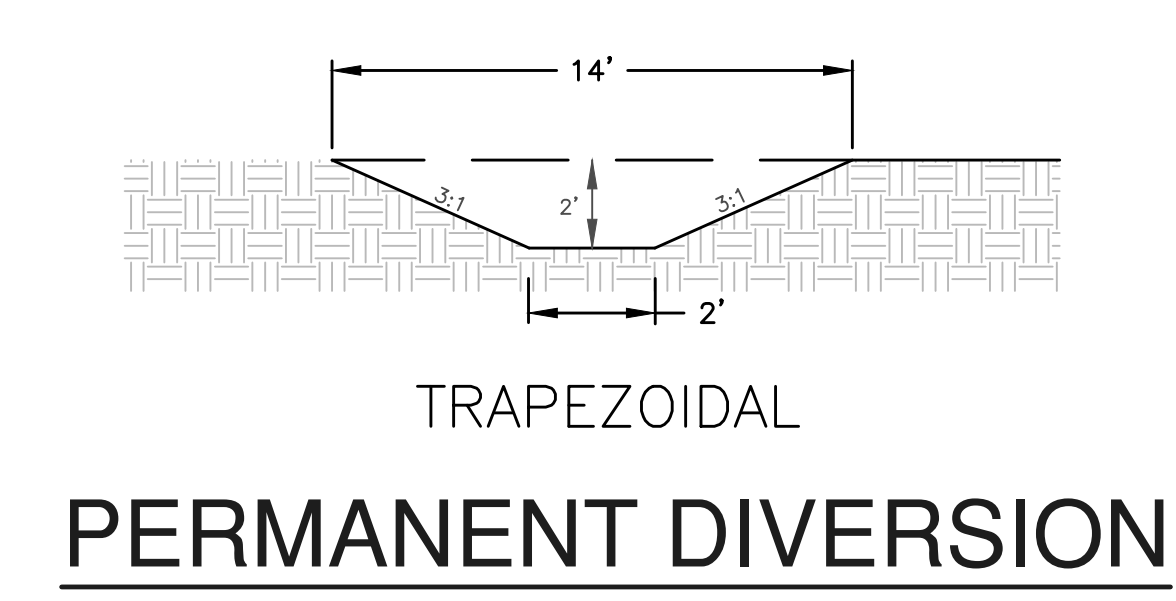
DATE	05/09/2024
SCALE	1"=50'
FILE NAME	23113 BASE
JOB NUMBER	23113

DRAWING NUMBER
OGD
of



TENNESSEE STATE PLANE

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OFFSITE
GRADING & DRAINAGE

CONSTRUCTION PLANS FOR
PHASE 1 KEEBLER MEADOWS
JOHNSON CITY, TENNESSEE



DATE	05/09/2024
SCALE	1"=50'
FILE NAME	23113 BASE
JOB NUMBER	23113

DRAWING NUMBER
OGD
of



LANDSTAR







FIRST READING

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date: 01/07/19
		Rescinds: 3.209	Issued: 05/07/98

1 Except on occasions, such as school programs, athletic events, open house, and similar public events, all
2 visitors will report to the school office when entering the school and will provide identification to the
3 office staff for the Raptor Visitor Management System. Visitors will state their destination to the office
4 staff to be logged into the Raptor Visitor Management System. All school visitors must be logged into
5 the Visitor Management System. Authorization to visit elsewhere in the building or on the school campus
6 will be determined by the principal or his/her designee. Visitor passes shall be issued for all persons
7 other than students and employees of the school to be worn at all times while on campus for the visit.

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

12 Persons who come onto school property shall be under the jurisdiction of the site administrator/designee.
13 Individuals who come onto school property or who contact employees on school or district business are
14 expected to behave accordingly. **The Director of Schools shall develop a visitor code of conduct to be
15 presented to the board attorney, and then, approved by the Board.³** Specifically, actions that are
16 prohibited include, but are not limited to:

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

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

27 **Annually, parent(s)/guardian(s) shall be provided with a printed copy of the code of conduct, along
28 with the phone number of someone in the school's administration who can answer questions about
29 the code. Parent(s)/guardian(s) shall sign a statement acknowledging that they have read and
30 understood the code of conduct.**

1 CONSEQUENCES FOR CODE OF CONDUCT VIOLATION

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

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

Legal References

1. TCA 49-6-2008; TCA 39-14-406
2. TCA 49-6-2008; TCA 39-14-406

Cross References

Section 504 and ADA Grievance Procedures 1.802
Vendor Relations 2.809
Safety 3.201
Security 3.205
School Volunteers 4.501
Care of School Property 6.311

1

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date: 12/10/20
		Rescinds: 1.800	Issued: 03/01/18

2 No later than the end of the school year, the board will adopt, upon the recommendation of the director
 3 of schools, an official school calendar for the succeeding school year. The calendar will identify
 4 holidays, vacation days, summer sessions, and other extensions of the school year. The calendar may
 5 be revised by the board, upon recommendation of the director of schools, due to inclement weather or
 6 other factors.

7 The regular school year shall be 200 days¹ and scheduled as follows:

- 8 • A minimum of 180 student attendance days;
- 9 • A minimum of five (5) days in-service education for all certificated personnel;
- 10 • One (1) days for parent-teacher conferences;
- 11 • Eleven (11) days paid vacation for all certified personnel; and
- 12 • Four (4) discretionary days.
- 13 • **Schools will be closed for general and/or primary elections.**²

14
 15 The calendar shall be distributed to the school staff at the opening of the school term.

16 **STUDENT ATTENDANCE DAYS**

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

20 **IN-SERVICE EDUCATION**

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

23 **DISCRETIONARY DAYS**

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

28

29

1

3

Legal References

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

Cross References

Reporting Student Progress 4.601
Compensation Guides and Contracts 5.110
In-Service and Professional Learning Opportunities
5.113
Attendance 6.200

4

1

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date: 08/13/19
		Rescinds: 2.403	Issued: 04/05/18

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

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

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

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

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

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

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

- 19 1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be
20 retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or
- 21 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be
22 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
26

Legal References

1. [TCA 49-6-2006\(b\)\(3\); TCA 49-6-2208](#)
2. [TCA 49-6-2007\(b\)](#)

Cross References

- Duties of Officers 1.201
Inventories 2.702

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

Textbooks 4.401

Washington County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 06/30/22
		Rescinds: 2.806	Issued: 11/20/19

1 All purchases of supplies, materials, equipment, and contractual services in excess of twenty-five
2 thousand dollars (\$25,000), including those of individual schools, shall be based on competitive bids.¹
3 These bids shall be solicited by advertisement in a newspaper of general circulation within the school
4 district. The purchasing agent shall advertise for bids and receive quotations. The advertisement may be
5 waived by the purchasing agent in an emergency.³

6 All purchases from (\$2,500) but less than (\$25,000) may be made in the open market without newspaper
7 notice but shall, whenever possible, be based on at least three (3) price quotes.³ This applies to all
8 purchases except items defined as exempt from bidding. Any purchases below \$2,500 would go through
9 the normal Purchase Order approval process beginning with the employee's supervisor.

10 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or
11 all bids or any part of any bid, and if applicable, to accept the bid which is best as evidenced by reasons
12 relative to the purpose of the purchase.⁴ Any bid may be withdrawn prior to the scheduled time for the
13 opening of bids. Any bid received after the time and date specified shall not be considered.

14 The bidder to whom the award is made may be required to enter into a written contract.

15 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding
16 or other purchasing procedures is strictly prohibited.

17 **EXEMPTIONS FROM COMPETITIVE BIDDING**

18 Contracts for legal services, educational consultants, services from an insurance provider, and similar
19 services by professional persons or groups of high ethical standards shall not be based upon
20 competitive bids but shall be awarded on the basis of recognized competence and integrity.⁵

21 Purchases of fuel in bulk amounts that would exceed the bid limits may be made in the open market
22 without public advertisement or competitive bidding. Whenever possible, however, at least three (3)
23 documented quotes shall be obtained.⁶

Legal References

1. [TCA 49-2-203\(a\)\(3\); TCA 12-3-1212; Public Acts of 2024, Chapter No. 513](#)
2. [Public Acts of 2024, Chapter No. 793](#)
3. [TCA 49-2-203\(a\)\(3\)\(A\)-\(B\); TCA 49-2-206\(b\)\(2\); TCA 12-3-1212; Public Acts of 2024, Chapter No. 513](#)
4. [TCA 49-2-203\(a\)\(3\)\(D\)\(i\)\(c\)](#)
5. [TCA 12-3-1209; TCA 12-4-107; TCA 29-20-407](#)
6. [Public Acts of 2024, Chapter No. 661](#)

Cross References

Executive Committee 1.301
Consultants 1.303
Conflict of Interest 5.601

1

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 06/29/23
		Rescinds: 3.202	Issued: 06/30/22

2 *General*

3 The Director of Schools shall be responsible for developing, maintaining, and acquiring board
 4 approval of the district Emergency Preparedness Plan¹ which shall include procedures for bomb
 5 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and
 6 medical emergencies.

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

10 **FIRE AND SAFETY DRILLS**

11 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)
 12 school days, 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:

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

1 **AED DRILLS⁷**

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

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

6 **MEDICAL EMERGENCIES/PANDEMIC FLU⁷**

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

11 **REMOTE LEARNING DRILLS⁸**

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

15

Legal References

1. [TRR/MS 0520-01-02-.30\(2\); TCA 49-6-804; TCA 49-6-805\(8\)](#)
2. [TCA 68-102-137\(b\)](#)
3. [TCA 68-102-137\(f\)](#)
4. [Public Acts of 2024, Chapter No. 563](#)
5. [TCA 49-6-807](#)
6. [TCA 49-2-122; TCA 49-6-1208; Public Acts of 2024, Chapter No. 625](#)
7. [TCA 49-6-3004\(a\), \(e\); 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

16

Washington County Board of Education

Monitoring: Review: Annually	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 06/29/23
		Rescinds: 3.205	Issued: 08/05/21

1 *General*¹

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

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

11

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

15 The principal shall immediately call law enforcement officials and the Director of Schools in cases
16 involving illegal entry, assault and battery resulting in serious personal injury or involving the use of a
17 weapon, building damage, theft, vandalism endangering life health, or safety, or valid threats of mass
18 violence.⁴ The Director of Schools/designee is authorized to sign a criminal complaint and press
19 charges. The Director of Schools shall report all signing of such complaints to the Board.

20 The principal shall call law enforcement officials in cases involving illegal entry, building damage,
21 theft, or vandalism. The principal shall notify the Director of Schools as soon as practical, but no
22 longer than twenty-four (24) hours after a case of vandalism, theft, building damage, and/or illegal
23 entry. The Director of Schools/designee is authorized to sign a criminal complaint and to press
24 charges. The Director of Schools shall report all signing of such complaints to the Board.

25 **AFTER SCHOOL HOURS**

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

1 **LAW ENFORCEMENT SERVICES¹**

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

5 The Board may enter into a memorandum of understanding (MOU) with the chief of a law
6 enforcement agency to provide school policing. Any MOU shall address, at a minimum, the following
7 issues:

- 8 1. Any School Resource Officer (SRO) assigned under the MOU must be in compliance with all
9 laws, regulations, and rules of the Peace Officer Standards and Training Commission at the
10 time of assignment and remain compliant throughout the tenure of his or her assignment.
- 11 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in
12 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall
13 participate in a minimum of sixteen (16) hours of training specific to school policing. All
14 training programs shall be approved by the Peace Officers Standards and Training
15 Commission.⁵
- 16 3. Any SRO assigned under the MOU remains an employee of the law enforcement agency and is
17 subject to that agency's direction, control, supervision, and discipline.
- 18 4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent
19 of the Director of Schools.
- 20 5. In the event that more than one (1) SRO is assigned to a school district, the law enforcement
21 agency shall designate one (1) of the SROs as the senior SRO. The duties of the senior SRO,
22 shall include, but not be limited to, the following:
 - 23 a. Representing and carrying out the policies of the law enforcement agency assigning the
24 SROs;
 - 25 b. Supervising the SROs in the performance of their duties;
 - 26 c. Consulting with the Director of Schools regarding the best use of the available
27 resources for school policing; and
 - 28 d. Resolving disputes between the SROs and students or staff members.
- 29 6. The MOU may be effective for any length of time, including continuing until terminated by the
30 parties, and may contain any reasonable notice requirement for the termination of the MOU.
31 However, the MOU shall contain a provision allowing the Director of Schools to suspend the
32 active participation of any SROs in the event that the Director of Schools believes that such
33 suspension is best for the health, safety, or wellbeing of the students or staff members.

34 **CYBERSECURITY⁶**

- 1 The Director of Schools/designee shall develop an administrative procedure regarding the district's
- 2 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect
- 3 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

Legal References

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

Cross References

Visitors to the Schools 1.501
Inventories 2.702
Care of School Property 6.311

1

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 03/20/18
		Rescinds: 3.400	Issued: 09/07/17

2 *General*

3 School buses shall be maintained and operated in accordance with state law and **in accordance with the**
 4 **specifications developed by the Department of Education and approved by the Department of Safety.**¹

5 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
 6 appear on the rear bumper.² **Buses shall also include notice in a conspicuous place that only authorized**
 7 **persons shall enter the bus. This notice shall include appropriate contact information in case of an issue**
 8 **on the bus.**³

9 To avoid the financial burden of replacing an aging bus fleet at any one time, the board shall attempt to
 10 replace a certain number of buses each year on a rotating basis.

11 All accidents, regardless of the damage involved, must be reported to the transportation supervisor,
 12 including incidents in which any part of the bus contacts any other object or vehicle.

13 The director of schools shall develop procedures to ensure compliance with the statutory and
 14 regulatory requirements for the transportation program.

15 **SCHOOL BUS DRIVERS**

16 **Each school bus driver shall receive a certificate from the Board prior to operating a school bus for the**
 17 **school district. The issuance of a certificate to a school bus driver shall be based on the qualifications**
 18 **of school bus drivers as determined by the Director of Schools.**⁴

19 **Annually, the Board shall require each school bus driver to have a physical and mental examination.**
 20 **The Board shall revoke the certificate of any school bus driver found to be physically, mentally, or**
 21 **morally unfit to operate a school bus. Additionally, a certificate shall be revoked if the school bus**
 22 **driver is convicted of driving under the influence, vehicular assault, vehicular homicide, aggravated**
 23 **vehicular homicide, or the manufacture, delivery, sale, or possession of a controlled substance or**
 24 **analogue.**⁵

25 **TRANSPORTATION SUPERVISOR⁶**

26 The director of schools shall appoint a transportation supervisor for the system. He/she shall be
 27 responsible for the monitoring and oversight of transportation services for the district.

1 The transportation supervisor shall complete a student transportation management training program
2 upon appointment. Every year the transportation supervisor shall complete a minimum of four (4)
3 hours of training annually.

4 The director of schools shall ensure that training is completed and provide the state department of
5 education with appropriate documentation.

6 **COMPLAINT PROCESS⁷**

7 The following procedure will govern how students, teachers, staff, and community members shall
8 submit bus safety complaints:

- 9 1. All complaints shall be submitted to the transportation supervisor; and
- 10 2. Forms may be submitted in person, via phone, mail, or email.
 - 11 a. Written complaints shall be submitted on forms located on the district’s website. In the
 - 12 case of a complaint received via phone, the person receiving the phone call shall be
 - 13 responsible for filling out the form and submitting it to the transportation supervisor.
 - 14

15 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-
16 four (24) hours of receipt.

17 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall
18 submit a preliminary report to the director of schools. This report shall include:

- 19 1. The time and date the complaint was received;
- 20 2. The name of the bus driver;
- 21 3. A copy or summary of the complaint; and
- 22 4. Any prior complaints or disciplinary actions taken against the driver.
- 23
- 24
- 25

26 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall
27 submit a final written report to the director of schools that details the investigation’s findings as well as
28 the action taken in response to the complaint.

29 An annual notice of this complaint process shall be provided to parents and students. This information
30 shall be made available in the student handbook.

31 **RECORDKEEPING⁸**

32 The transportation supervisor shall be responsible for the collection and maintenance of the following
33 records:

- 34 1. Bus maintenance and inspections forms;
- 35

- 1 2. Bus driver credentials, including required background checks, health records, and performance
2 reviews;
3
4 3. Driver training records; and
5
6 4. Complaints received and any records related to the investigation and complaints.
7
8

9

10

11

12

13

Legal References

1. [TCA 49-6-2109; TRR/MS 0520-01-05; Public Acts of 2023, Chapter No. 122](#)
2. [TCA 49-6-2116\(d\)\(3\)](#)
3. [Public Acts of 2024, Chapter No. 548](#)
4. [TCA 49-6-2107](#)
5. [TCA 49-6-2107\(e\)\(1\); Public Acts of 2023, Chapter No. 122](#)
6. [TCA 49-6-2116\(a\)-\(c\)](#)
7. [TCA 49-6-2116\(d\)\(1\)-\(2\)](#)
8. [TCA 49-6-2116\(d\)\(5\)](#)

Cross References

Bus Safety and Conduct 6.308
Homeless Students 6.503

14

Washington County Board of Education

Monitoring: Review: Annually	Descriptor Term: Class Size	Descriptor Code: 4.401	Issued Date: 02/05/15
		Rescinds: 4.401	Issued: 05/07/98

1 Class shall be limited to the following maximum class sizes:¹

2 Grade Level	Average	Maximum Class Size
3 K-3	20 students	25 students
4 4-6	25 students	30 students
5 7-12	30 students	35 students
6 Vocational	20 students	25 students

7 The Board may allow class size limits to be exceeded in such areas as typewriting and instrumental
8 and vocal music if in its judgment the effectiveness of the instructional program in these areas is not
9 impaired.²

10 Principals may allow kindergarten classes to be divided into two sessions provided that the number of
11 students assigned to one teacher does not exceed the maximum class size.

12 **SPLIT CLASSES**

13 The Board may establish split-grade classes as it deems necessary, except for the purpose of meeting
14 class size limits. The average class size for split-grade classes will be the maximum size allowed in
15 regular classes of the same grade levels.¹

16 **WAIVERS**

17 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
18 the career and technical education (CTE) classes in grades six through twelve (6-12) as long as these
19 class sizes do not exceed the maximum class size set for CTE. For grades six through eight (6-8), the
20 class size may be extended, but the class size and average must not exceed those for general education
21 classes in grades seven through twelve (7-12).²

22 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
23 may grant a waiver from the maximum class sizes.

24 The Director of Schools shall apply for additional waivers as needed in compliance with state law.

1

Legal References	Cross References
<ol style="list-style-type: none"><li data-bbox="215 814 688 842">1. TCA 49-1-104; TRR/MS 0520-01-02-.31(4)<li data-bbox="215 842 764 898">2. TCA 49-1-104(g); Public Acts of 2024, Chapter No. 712	<p data-bbox="896 814 1203 842">Graduation Requirements 4.605</p> <p data-bbox="896 842 1365 869">Waivers of Statute, Rules, and Regulations 4.607</p> <p data-bbox="896 869 1240 896">Religious Content of Courses 4.804</p> <p data-bbox="896 896 1089 924">Student Goals 6.100</p> <p data-bbox="896 924 1127 951">Student Concerns 6.305</p>

1

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Family Life Education	Descriptor Code: 4.213	Issued Date: 08/05/21
		Rescinds:	Issued:

2 *General*

3 A family life education program shall be implemented within the school district in compliance with state
4 law.¹

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

8 **FAMILY LIFE INSTRUCTION**

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

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

- 1
- 2 7. Provide instruction on the prevention of dating violence;
- 3
- 4 8. Encourage communication between parent(s)/guardian(s) and students; and
- 5
- 6 9. Address the legal aspects of sexual activity with emphasis on the rights of the student.
- 7
- 8 10. Include the presentation of a high-quality, computer-generated animation or high-definition
- 9 ultrasound of a least three (3) minutes in duration that shows the development of the brain, heart,
- 10 and other vital organs in early fetal development per state academic standards.³

11 Instruction in topics related to sexual activity is not age-appropriate for students in grades kindergarten
12 through five (K-5) and shall not be taught as part of the family life curriculum. This does not prohibit
13 instruction on detection, intervention, prevention, and treatment of child sexual abuse and human
14 trafficking of children.⁴

15 The family life education program shall be reviewed annually to ensure that the prohibited items of
16 instruction, as provided for in state law,⁵ are not included in the curriculum.

17 TRAINING ON INSTRUCTION

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

20 REPORTING²

21 At the beginning of each school year, the Director of Schools shall provide the contact information to
22 the Department of Children's Services of each employee or trained professional providing instruction
23 on family life curriculum related to child sex abuse, human trafficking, and internet crimes. The Director
24 shall also report on the curriculum selected by the Board of Education.

Legal References

1. [TCA 49-6-1302](#)

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

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Grading System	Descriptor Code: 4.700	Issued Date: 03/02/23
		Rescinds: 4.700	Issued: 06/30/22

2 The Director of Schools shall develop an administrative procedure to establish a system of grading and
3 assessment for evaluating and recording student progress and to measure student performance in
4 conjunction with board-adopted content standards for grades K-8. The grading/assessment system shall
5 follow all applicable statutes and rules and regulations of the State Board of Education. The
6 grading/assessment system shall be uniform, district-wide, at comparable grade levels, except that the
7 Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes
8 in grades K-3 according to state rules and regulations.¹

9 The Director of Schools shall submit a copy of the grading and assessment systems to the Board before
10 the system is implemented.² These guidelines shall be communicated annually to students and
11 parent(s)/guardian(s).¹

12 Conduct grades are based on behavior and shall not be reflected in scholastic grades.

13 **GRADING SYSTEM: PRE-KINDERGARTEN THROUGH GRADE 8**

14 **Grading Procedure: Pre-Kindergarten & Kindergarten**

- 15 1. The student’s performance on adjustments to school for each reporting period will be
- 16 indicated by a check.
- 17 2. Skills will be recorded by S-Satisfactory or N-Needs Improvement.

18 **Grading Procedure: Grade 1**

19 Grading Legend

- 20 A.....Excellent Progress
- 21 B.....Good Progress
- 22 C.....Average Progress
- 23 D.....Below Average Progress
- 24 F.....Unsatisfactory Progress

25 **Grading Procedure: Grades 2-8**

1 Subject area grades shall be expressed by the following letters with their corresponding
 2 percentage range:

- 3
- 4 A.....90-100 (Excellent)
- 5 B.....80-89 (Above Average)
- 6 C.....70-79 (Average)
- 7 D.....60-69 (Low Average but Passing)
- 8 F.....0-59 (Failure)

9 Grades in Art, Music, Physical Education and Conduct (grades 1-8) and specific
 10 academic areas (science and social studies) in grades 1-2 shall be marked as follows:

- 11 E.....Excellent
- 12 S.....Satisfactory
- 13 N.....Needs Improvement

14 Semester grades are not issued in Art, Music, Physical Education, and Conduct (grades
 15 1-8). Conduct grades are based on behavior and shall not be deducted from scholastic
 16 grades.

17 Semester grades in 5-8 will be determined by calculating the average of the two-nine-
 18 week grading periods.

19 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)¹**

20 Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established
 21 by the State Board of Education. Using the uniform grading system, students' grades shall be reported
 22 for the purposes of application for post-secondary financial assistance administered by the Tennessee
 23 Student Assistance Corporation.

24 Subject-area grades shall be expressed by the following letters with their corresponding percentage
 25 range:

- 26 A (90-100)
- 27 B (80-89)
- 28 C (70-79)
- 29 D (60-69)

1 □ F (0-59)

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

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

5 □ Honors Courses – three (3) percentage points;

6 □ Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment
7 Courses – **five (5)** percentage points; and

8 □ Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and
9 International Baccalaureate Courses – five (5) percentage points.

10 Quality points will be added to the numerical quality point value corresponding to the letter grade
11 received in the course.

12 □ One (1) quality point (A=5, B=4, C=3, D=2, F=1) shall be added to the numerical quality point
13 value corresponding to the letter grade received in the following early postsecondary course(s):
14 Advanced Placement (AP), Capstone Industry Credentials, Statewide Dual Credit, or Dual
15 Enrollment. (*Capstone Industry Credential should indicate as either Valued or Preferred on
16 the Tennessee Promoted Student Industry Credential Tier List)

17 **LOTTERY SCHOLARSHIPS³**

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

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

24 Elementary school counselors shall explain the HOPE Scholarship and its requirements to their students
25 and impress upon them the benefits of making good grades.

26 **LOTTERY SCHOLARSHIP DAY**

27 Each school year, prior to scheduling courses for the following school year, schools teaching students in
28 grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁴
29

Legal References

1. TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301; Public Acts of 2022, Chapter No. 1080
2. TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)

Cross References

Alternative Credit Options 4.209
Credit Recovery 4.210
Reporting Student Progress 4.601
Honor Roll, Awards, & Class Ranking 4.602

3. TCA 49-4-904, 907
4. TCA 49-4-932(f)

Promotion and Retention 4.603
Transcript Alterations 4.608

Washington County Board Of Education			
Monitoring: Review: Annually, in December	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date:
		Rescinds:	Issued:

1 *General*

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

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

- 8 1. Ability to perform at the current grade level;
- 9
- 10 2. Results of local assessments, screening, or monitoring tools;
- 11
- 12 3. State assessments, as applicable;
- 13
- 14 4. Home Literacy Reports;³
- 15
- 16 5. Overall academic achievement of the student;
- 17
- 18 6. Likelihood of success with more difficult material if promoted to the next grade;
- 19
- 20 7. Attendance record; and
- 21
- 22 8. The student’s maturity.

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

- 25 1. Date of enrollment;
- 26
- 27 2. Additional information acquired after results of local assessment, screening, or monitoring are
 28 released; or
- 29
- 30 3. Other academic, social, or emotional factors.

31 **VOLUNTARY RETENTION**

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

- 3 1. The student has a documented academic or behavioral delay; and
- 4
- 5 2. The parent/guardian believes that retention may benefit the student.⁵

6 **PROMOTION PLANS⁶**

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

12 Promotion plans shall incorporate evidence-based strategies, including expectations and measurements
13 that will verify whether a student has made sufficient progress to be promoted to the next grade level,
14 and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade
15 will include additional requirements for promoting students in these grades. A copy of the plan will be
16 provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-
17 teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then
18 the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the
19 promotion plan.

20 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
21 promoted to the next grade level unless retention is required per additional requirements for students in
22 third and fourth grade.⁷

23 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by
24 the end of the school year, the student shall be eligible to enroll in a summer reading or learning
25 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)
26 calendar days prior to the start of the next school year if the student was enrolled in a summer program.
27 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be
28 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
29 year.⁸

30 **RETENTION⁷**

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

33 *Decision of Retention – General⁹*

34 If a student is retained, the Director of Schools/designee shall develop an individualized academic
35 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of
36 the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its
37 development. The plan shall include at least one of the following strategies:

- 1 1. Adjustment to the current instructional strategies or materials;
- 2
- 3 2. Additional instructional time;
- 4
- 5 3. Individual tutoring;
- 6
- 7 4. Modification to the student’s classroom assignment to ensure the student receives
- 8 instruction from a teacher with a level of overall effectiveness of above expectations (level
- 9 4) or significantly above expectations (level 5); or
- 10
- 11 5. Attendance or truancy interventions.

12 A student shall not be retained more than once in any grade. The progress of students who are retained
13 shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the
14 school year in which the student is retained. The Director of Schools shall develop procedures to
15 ensure appropriate recordkeeping of students who are retained.

16 *Decision of Retention – Third Grade*¹⁰

17 Third grade students shall not be promoted to the next grade unless they are determined to be
18 proficient (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts
19 (ELA) based on the student’s most recent TCAP test.

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

- 21 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
22 portion of the student’s most recent TCAP test may be promoted if:
 - 23
 - 24 a. The student is an English language learner and has received less than two (2) full years
25 of ELA instruction;
 - 26 b. The student was previously retained in grades K-3;
 - 27 c. The student is retested before the next school year and scores proficient in ELA;
 - 28 d. The student attends a learning loss bridge camp before the next school year, maintains a
29 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
30 test at the end of the camp;
 - 31 e. The student receives tutoring for the entirety of the next school year in accordance with
32 state law; or
 - 33 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in
34 ELA standards by scoring within the fiftieth percentile on the most recently
35 administered state-provided benchmark assessment and the district provides tutoring
36 services to the student during the entire fourth grade school year and notifies the
37 student’s parent/guardian, in writing, of the benefits of enrolling the student in summer
38 programming.
- 39
- 40 2. A student in third grade receiving a performance level rating of “below” on the ELA portion of
41 the student’s most recent TCAP test may be promoted if:
42

- 1 a. The student is an English language learner and has received less than two (2) full years
- 2 of ELA instruction;
- 3 b. The student was previously retained in grades K-3;
- 4 c. The student is retested before the next school year and scores proficient in ELA; or
- 5 d. The student attends a learning loss bridge camp before the next school year, maintains a
- 6 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
- 7 school year in accordance with state law.

8 *Decision of Retention – Fourth Grade*¹⁰

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

- 11 1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the
- 12 fourth-grade school year; and
- 13
- 14 2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while
- 15 maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the
- 16 fourth grade school year.

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

- 19 1. The student's principal shall convene a conference consisting of the following parties: the
- 20 student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.
- 21
- 22 2. The conference shall review the student's fourth grade ELA performance to determine if the
- 23 student should be promoted to fifth grade.
- 24
- 25 3. At the conclusion of the conference, a majority of the parties shall agree to one of the
- 26 following:
- 27 a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of
- 28 the student's fifth-grade year; or
- 29 b. The student will be retained in fourth grade. A student shall not be retained more than
- 30 once in fourth grade.

31 *Decision of Retention – Students with Disabilities*¹¹

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

36 **APPEALS**^{8,12}

37 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision
38 to retain the student and provided with information on the right to appeal the decision. Appeals shall be
39 made to a committee appointed by the principal within 10 business days. The student and his/her

- 1 parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given
 2 the opportunity to address the committee. The committee shall conduct a hearing within 5 business days
 3 to determine if the student will be promoted and issue such decision within 5 business days. Upon
 4 notification of the committee decision, the principal shall send written notification to the Director of
 5 Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of
 6 their right to appeal such action within 5 business days to the Director of Schools/designee.
- 7 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A
 8 decision shall be issued within 5 business days.
- 9 Within five (5) business days of the Director of Schools/designee rendering a decision, the student's
 10 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
 11 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
 12 The action of the Board shall be final.
- 13 For students where retention is required per the additional requirements for students in third and fourth
 14 grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.¹³

 Legal References

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

 Cross References

Credit Recovery 4.210
 Grading System 4.600
 Reporting Student Progress 4.601
 Attendance 6.200
 Student Assignments 6.205
 Homeless Students 6.503
 Student Records 6.600

Washington County Board of Education

Monitoring: Review: Annually	Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Issued Date: 06/29/23
		Rescinds: 5.307	Issued: 06/06/13

General

Employees shall be notified of their right to report a physical assault to the appropriate law enforcement agency.¹

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

If the employee receives workers' compensation or other similar benefits, the Board shall pay the difference between that amount and the employee's full salary or average pay, as applicable.² The district shall pay the full salary or average salary, or the difference between the employee's full salary or average pay, as applicable, and the workers' compensation or similar benefits, if any, for up to one (1) year.

PHYSICIAN STATEMENT

A signed statement listing the cause of the absence shall be provided by the employee on forms furnished by the director of schools and shall promptly be given to the immediate supervisor in support of all claims. A certificate from the physician on forms furnished by the director of schools may also be required to verify the extent of the injury.³

Legal References

1. [Public Acts of 2024, Chapter No. 915](#)
2. [TCA 49-5-714\(a\); Public Acts of 2024, Chapter No. 839](#)

Cross References

- Worker's Compensation 3.602
- Sick Leave 5.302
- Long Term Leaves of Absence 5.304

▪ <Policy Title>

<Descriptor Code>

3. [TRR/MS 0520-01-02-.04\(4\)\(b\)](#)

1

1

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 06/30/22
		Rescinds: 5.701	Issued: 01/09/20

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

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

8 **APPLICATION/QUALIFICATIONS**

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

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

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

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

16 **COMPENSATION**

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

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

22 **CERTIFICATION**

23 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
 24 substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught
 25 or shall be a retired teacher that held the appropriate endorsement.⁶

26 When substituting for a teacher without sick leave, the substitute shall be certified and paid according to
 27 the state salary schedule.¹

1

2 **EMERGENCY NEEDS**

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

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

9 **TRAINING AND ORIENTATION**

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

13 **RESPONSIBILITIES**

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

16 **RE-EMPLOYMENT/TERMINATION**

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

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

 Legal References

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

 Cross References

Background Investigations 5.118
 Employment of Retirees 5.119

22

1

Washington County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Use of Artificial Intelligence Programs	Descriptor Code: 4.214	Issued Date:
		Rescinds:	Issued:

2 *General*

3 Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the
4 district.¹

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

7 District technology staff are tasked with overseeing the implementation of AI programs. These staff
8 members will review artificial intelligence programs to ensure compliance with district policies as well
9 as state and federal student data privacy laws and present recommendations to the Director of Schools
10 for approval. Any approved programs shall be accessible to all students.

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

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

18 **STAFF USE**

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

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

2. Employees shall take all reasonable precautions to ensure the security of private student data when utilizing AI programs;
3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in order to reduce the risk of errors and inaccuracies;
4. Outputs shall not be incorporated into proprietary content or works; and
5. Employees shall become familiar with any additional guidelines for acceptable and responsible use of AI provided by the district.

STUDENT USE

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

ACADEMIC INTEGRITY

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

1. Effective use of generative AI;
2. When it is appropriate to use AI in assignments;
3. How to determine whether AI responses are accurate;
4. Users assume responsibility for incorporating AI content responsibly; and
5. The difference between cheating and seeking support.

NOTICE TO PARENTS

The Director of Schools shall provide notice to parent(s)/guardian(s) about the use of AI programs in the district. An approved list of AI programs will be provided by [posting on the district website](#).

REPORTING

The Director of Schools shall submit a report to the Board of Education each June on how this policy will be enforced in the upcoming school year. The Board shall approve the report and the Director shall submit it to the Department of Education by July 1st.

Legal References

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

Cross References

Use of the Internet 4.406

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 09/07/23
		Rescinds: 4.301	Issued: 08/02/23

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

11 Interscholastic athletics shall be administered as a part of the regular school program and shall be the
 12 principal's responsibility. Principals shall ensure that school regulations regarding participation in a
 13 sport are reasonable. Athletic schedules shall be filed in each school principal's office. The principal or
 14 his/ her designee must accompany an athletic team on trips. Transportation of teams to athletic games
 15 is approved by the Board, provided the team's school reimburses the Board for mileage.

16 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and
 17 control of athletics.³ The Director of Schools shall develop a code of conduct for all coaches to follow
 18 in order to ensure the health and safety of athletes.⁴

19 **INSURANCE & PHYSICAL EXAMINATIONS**

20 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete
 21 must provide proof of independently secured catastrophic coverage and liability coverage, with the
 22 school system as a named insured, of not less than the limits set forth in state law.⁵ It shall be the
 23 responsibility of the parent(s) or guardian(s) to provide health and hospitalization insurance for all
 24 students participating in interscholastic athletics.

25 Prior to participation in interscholastic athletics, every student must complete an annual physical
 26 examination.⁶ The parents/guardians of each student shall be responsible for covering the cost of the
 27 examination, and these records shall be on file in the principal's office.

28 **SCHEDULING CONFLICTS**

29 No principal or teacher of any school under the control of the board shall dismiss his/her school or any
 30 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.

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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](#)

Cross References

- Special Use of School Vehicles 3.402
Student Insurance Program 3.601
Extracurricular Activities 4.300
Attendance 6.200

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Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 06/29/23
		Rescinds: 4.403	Issued: 06/30/22

2 *General*

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

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

12 **STANDARDS²**

13 The library collection shall adhere to the following criteria:

- 14 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 15 2. Materials shall be appropriate for the age and maturity levels of the students who may access
 16 them. The determining factor will be based on an assessment of any mature themes or content
 17 (i.e., violence, sexual content, vulgar language, substance abuse);
- 18 3. Materials shall contain literary, historical, and/or artistic value and merit; and
- 19 4. The collection as a whole shall offer a variety of viewpoints.

20
 21
 22
 23 Any materials that meet the following criteria shall be removed and excluded from the district’s library
 24 collection:

- 25 1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess
 26 violence, or sadomasochistic abuse as defined by state law³;
 - 27 2. Are patently offensive as defined in state law; or
 - 28 3. Appeal to the prurient interest as defined in state law.
- 29
 30
 31

1 COMPLAINTS⁴

2 Tier 1

3 If a complaint is made by an employee, student, or parent/guardian, **the person receiving the complaint**
4 **shall:**

- 5 1. Inform the complainant of the selection procedures and make no commitments.
- 6
- 7 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 8
- 9 3. Inform the principal (and other appropriate personnel).
- 10
- 11 4. Keep challenged materials available for use during the reconsideration process.

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

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

- 19 1. Read, view, or listen to the contested material in its entirety;
- 20
- 21 2. Check general acceptance of the material by reading recognized and evaluative reviews;
- 22
- 23 3. Determine the extent to which the material is appropriate for the age and maturity levels of the
24 students who have access to the materials and whether the material is suitable for, and
25 consistent with, the educational mission of the school;
- 26
- 27 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the
28 material for its strength and value.
- 29

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

32 Tier 2

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

38 Tier 3

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

5 **REMOVAL OF LIBRARY MATERIALS**

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

9
10

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

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Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Qualifications and Duties of the Director of Schools	Descriptor Code: 5.802	Issued Date: 08/05/21
		Rescinds: 5.802	Issued: 02/04/20

2 **QUALIFICATIONS**

- 3 1. A professional educator's license with a preference for an administrative endorsement
 4 2. A master's degree in education with a preference for a doctorate degree
 5 3. A minimum of five (5) years experience to include both teaching and administrative
 6 experience
 7 4. Such other qualifications as the board deems desirable

8 **REPORTS TO:** The Board of Education

9 **SUPERVISES:** All administrative and supervisory personnel in the district

10 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational
 11 programs and services

12 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the director of schools shall
 13 extend to all activities of the district, to all phases of the educational program, to all aspects of the
 14 financial operation, to all facility management, and to the conduct of such other duties as may be assigned
 15 by the board. The director of schools may delegate these duties together with appropriate authority but
 16 may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

17 **ESSENTIAL FUNCTIONS**

18 **General Administrative**

- 19 1. Provides leadership in identification of priorities and assures that all activities reflect those
 20 board-established priorities.
- 21 2. Prepares and recommends short and long-range plans for board approval and implements those
 22 plans when approved.
- 23 3. Prepares, in conjunction with the board chair, agenda recommendations relative to all matters
 24 requiring board action, including all facts, information, options, and reports needed to assure
 25 informed decisions. Provides advice and counsel to the Board on matters before it.
- 26 4. Attends all regular and special meetings of the board and keeps a complete and accurate record
 27 of the proceedings of all meetings of the Board and of its official acts.

- 1 5. Recommends drafts of new policies or changes to the board. Anticipates potential problems.
2 Recommends policies or courses of staff action.
- 3 6. Develops administrative procedures to implement board policy or for the items deemed
4 necessary for the efficient operation of the schools and disseminates these procedures to
5 appropriate staff.
- 6 7. Keeps the Board informed regarding development in other districts or at state and national levels
7 that would be helpful to the district.
- 8 8. Ensures that all local, state, and federal standards for the health and safety of the students and
9 staff are maintained and that required reports are maintained.
- 10 9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and
11 the rules and regulations of the State Board of Education.¹

12 **Financial Management**

- 13 1. Provides direction to and supervision of school business functions. Encourages development and
14 implementation of sound business practices. Continually assesses business practices to achieve
15 efficiency.
- 16 2. Prepares, annually, a budget and submits it to the Board for approval. Presents approved budget
17 to the appropriate local funding body for adoption.
- 18 3. Makes appropriate written reports for the Board detailing all receipts and expenditures of the
19 public school funds and submits them to the local funding body.
- 20 4. Ensures that funds are spent prudently by providing adequate control and accounting of the
21 district's financial and physical resources.

22 **Personnel Administration**

- 23 1. Establishes lines of authority which shall be approved by the Board and shown on the system
24 organization chart. Lines of authority shall not restrict the practical working relationships of all
25 staff members at all levels.
- 26 2. Employs such personnel as may be necessary within the limits of budgetary provisions and
27 recommends to the Board teachers who are eligible for tenure.
- 28 3. Develops recruitment procedures to assure well-qualified applicants for professional and non-
29 professional positions.
- 30 4. Assigns and transfers employees as the interest of the district may dictate and reports such action
31 to the Board for information and record.
- 32 5. Holds meetings of teachers and other employees as necessary for the discussion of matters
33 concerning the welfare and improvement of the schools.

- 1 6. Communicates directly or through delegation all actions of the Board relating to personnel
2 matters to all and receives employees' communications to be made to the Board.
- 3 7. Evaluates principals annually.
- 4 8. Informs the Office of Educator Licensing of licensed educators or educators who have a
5 temporary teaching permit who have been suspended or dismissed, who have resigned,
6 following allegations of conduct, including sexual misconduct, which, if substantiated, would
7 warrant consideration for license suspension, revocation, or formal reprimand, or who have
8 been convicted of a felony. **This report shall also be made if the licensed educator has pleaded
9 guilty or nolo contendere to, or has been convicted or otherwise found guilty of such an
10 offense or equivalent offense in another jurisdiction.** The report shall be submitted within
11 thirty (30) days of the suspension, dismissal, or resignation or of receiving knowledge of the
12 felony conviction.²

13 **Instructional Leadership**

- 14 1. Serves as the chief school executive. Ensures the development and maintenance of a positive
15 educational program designed to meet the needs of the community and to carry out the policies
16 of the board. Ensures that a system of thorough and efficient education, as defined by state law,
17 is available to all students.
- 18 2. Recommends to the board for its adoption all courses of study, curriculum guides, and major
19 changes in tests and time schedules to be used in the schools.
- 20 3. Oversees the timely revisions of all curriculum guides and courses of study.
- 21 4. Develops guidelines and direction for monitoring the effectiveness of existing and new
22 programs.
- 23 5. Conducts a periodic audit of the total school program and advises the board of recommendations
24 for the educational advancement of the schools.
- 25 6. Seeks out available sources for grant funding to support programs and projects.
- 26 7. Ensures that the goals of the school system are adequately reflected in its educational program
27 and operations.

28 **Community/Public Relations**

- 29 1. Promotes community support of the schools. Interprets district programs and services, reports,
30 plans, events, and activities of interest and solicits community opinions regarding school and
31 educational issues.
- 32 2. Identifies available community resources and links to social service agencies that support
33 education and healthy child development.

- 1 3. Develops strategies to promote parental involvement in their student's education and provides
- 2 opportunities for parent-teacher interaction.
- 3 4. Maintains contact and good relations with local media. Acts as the board's spokesperson.
- 4 5. Ensures that the district interests will be represented in meetings and activities of municipal and
- 5 other governmental agencies.
- 6 6. Represents the school system and its interests in community organizations, activities, and
- 7 projects.

8 **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the board
 9 and the director of schools. Salary to be determined by the board.

10 **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law
 11 and the board's policy on evaluation of the director of schools.

12 **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and
 13 level of work being performed by the person assigned to this position. They are not intended to be a
 14 complete list of responsibilities, duties, and skills required of personnel so assigned.

15

Legal References

- 1. [TCA 49-2-301](#)
- 2. [TRR/MS 0520-02-03-.09\(2\); TCA 49-5-417\(c\);](#)
[TCA 49-5-106\(f\); Public Acts of 2024, Chapter No.](#)
[577](#)

Cross References

- Executive Committee 1.301
- Administrative Procedures 1.601
- Administrative Committees 1.602
- Administrative Reports 1.603
- School District Planning 1.701
- Job Descriptions 5.103
- Application and Employment 5.106
- Evaluation of the Director of Schools 5.803

16

Washington County Board of Education

Monitoring: Review: Annually	Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date: 04/11/19
		Rescinds: 6.203	Issued: 05/07/98

Any student entering school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;¹
2. Evidence of a current medical examination.² There shall be a complete medical examination of every student entering school for the first time; and
3. Evidence of state-required immunization.³

The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth.

A child whose care, custody, and support have been assigned to a resident of the district by a power of attorney or order of the court shall be enrolled in school provided appropriate documentation has been filed with the district office.⁴

A student may transfer into the school system at any time during the year if his/her parent(s)/guardian(s) moves his/her residence into the school system. If a student is transferring from a home school, the student may enroll at the beginning of a semester.

No student who is under suspension from another system shall be granted entrance into the school system. A letter shall accompany a student entering from another system stating that the student is not under suspension.

ADJUDICATED DELINQUENT STUDENT⁶

A principal or principal's designee may ask a parent/guardian in writing if their student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 within thirty (30) days of the student first enrolling in the school and when any such student:

1. Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or
2. Changes schools within this state.

If a student has at any time been adjudicated delinquent for any offense listed in TCA 49-6-3051(b), the parent(s)/guardian(s) and a school administrator of any school having previously received similar

1 notice from the juvenile court or another source, shall provide to the school principal or his/her
 2 designee, the abstract provided under TCA 37-1-153 or TCA 37-1-154 or other similar written
 3 information.

4 This information shall be shared only with school employees who have responsibility for classroom
 5 instruction of the student, the school counselor, social worker, or psychologist who is developing a
 6 plan for the child while in the school, and the school resource officer. Such information is otherwise
 7 confidential and shall not be released to others, and the written notification shall not become a part of
 8 the student's record.⁷

9
 10

Legal References

1. [TCA 49-6-3008\(b\)](#)
2. [TRR/MS 0520-01-13-.01\(1\)\(a\); 20 USCA § 1232h\(c\)](#)
3. [TCA 49-6-5001\(c\)](#)
4. [TCA 49-6-5106](#)
5. [TCA 49-6-3001\(c\)\(6\)](#)
6. [TCA 37-1-153\(e\), 154; TCA 49-6-3051; Public Acts of 2024, Chapter No. 721](#)
7. [TCA 49-6-3051\(d\)](#)

Cross References

- Admission of Suspended/Expelled Students 6.318
- Homeless Students 6.503
- Students in Foster Care 6.505

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12

Washington County Board of Education

Monitoring: Review: Annually	Descriptor Term: Admission of Suspended or Expelled Students	Descriptor Code: 6.318	Issued Date: 06/30/22
		Rescinds: 6.318	Issued: 10/27/20

1 The Board may deny admission of any student (except those in state custody) who has been expelled
2 or suspended from another school district in Tennessee or another state even though the student has
3 established residency in the district in which he/she seeks enrollment.

4 **After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding**
5 **the suspension or expulsion from the former school district. The principal may ask the**
6 **parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in**
7 **TCA 49-6-3051 and submit any records to the Director of Schools.¹ Based on the results of the**
8 **investigation, the Director of Schools shall make a recommendation to the Board to approve or deny**
9 **the request.**

10 **After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding**
11 **the suspension/expulsion from the former school district and make a recommendation to the Board to**
12 **approve or deny the request.**

13 The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.

14 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
15 suspended or expelled from the former school district.²

Legal References

1. [Public Acts of 2024, Chapter No. 721](#)
2. [TCA 49-6-3401\(f\); 20 USCA § 1232g\(b\)\(4\), \(h\)](#)

Cross References

School Admissions 6.203
Student Records 6.600

1

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Student Code of Conduct	Descriptor Code: 6.300	Issued Date: 06/29/23
		Rescinds: 6.300	Issued: 08/02/22

2 The Board delegates to the Director of Schools the responsibility of developing specific codes of
 3 conduct which are appropriate for each level of school.¹ Codes of conduct for students in pre-
 4 kindergarten or kindergarten shall utilize alternative disciplinary practices such as **Restorative**
 5 **Practices, RTI²B, Multi-tiered system of supports, Behavior Support or Intervention Plans (BSP/BIP).**

6 *Examples (not an exclusive list)*

- 7 ● ~~counseling~~
- 8 ● ~~issuance of demerits~~
- 9 ● ~~restricting activities~~
- 10 ● ~~verbal admonishment~~
- 11 ● ~~withdrawal of privileges~~

12 Exclusionary discipline shall only be used as a measure of last resort.² The development of each code
 13 shall involve principals and staff members of each level and shall ~~be based on~~ evidence-based behavior
 14 supports and interventions.³ The Discipline Team will meet annually to review TN Law updates, Code
 15 of Conduct, and Discipline Matrix and make any necessary revisions for alignment.

16 The following levels of misbehavior and disciplinary procedures and options are standards designed to
 17 protect all members of the educational community in the exercise of their rights and duties and to
 18 maintain a safe learning environment where orderly learning is possible and encouraged.⁴ These
 19 misbehaviors apply to student conduct on school buses, on school property, and while students are on
 20 school-sponsored outings. Staff members have the authority to enforce the code of conduct³ and shall
 21 ensure that disciplinary measures are implemented in a manner that:⁵

- 22 1. Balances accountability with an understanding of traumatic behavior;
- 23
- 24 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not
 25 allowed at school;
- 26
- 27 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and
 28 behavioral intervention plans;
- 29
- 30 4. Creates consistent rules and consequences; and
- 31
- 32 5. Models respectful, non-violent relationships.

1 In order to ensure that these goals are accomplished, the school district shall utilize the following
2 trauma-informed discipline practices, Restorative Practices, RTI²B, Multi-tiered system of supports,
3 Behavior Support or Intervention Plans (BSP/BIP), and social worker support

- 4 ● ~~at-risk monitoring and counseling~~
- 5 ● ~~behavior intervention plans~~
- 6 ● ~~multi-tiered systems of support~~

7 Principals shall use appropriate discipline management techniques when enforcing the code of
8 conduct.

9 **Level I Offenses**

10 Offenses to be administered by school faculty and/or school administration; the principal or assistant
11 principal has the authority to impose suspensions on students for failure to comply with school
12 regulations. Offenses administered by the school may result in a conference, detention, loss of
13 privilege, suspension or other assigned consequences due to the severity or frequency of the incident.

14 The examples below are not an exclusive list.

- 15 ● Tardiness
- 16 ● Dishonesty
- 17 ● Dress code violation
- 18 ● Abusive/ Inappropriate language or gesture/profanity
- 19 ● Disrespectful behavior
- 20 ● Inappropriate school location
- 21 ● Defiance/ Noncompliance/ Insubordination
- 22 ● Refusal to participate in activities or to complete assigned work
- 23 ● Disruptive behavior
- 24 ● Inappropriate public displays of affection
- 25 ● Parking violation – High School

26 **Level II Offenses**

27 This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of
28 the school. These misbehaviors do not represent a direct threat to the health and safety of others but
29 have educational consequences serious enough to require corrective action on the part of
30 administrative personnel. Offenses administered by the school may result in a conference, detention,
31 loss of privilege, suspension, other assigned consequences due to the severity or frequency of the
32 incident, or referral outside the school. Law enforcement may be involved in any acts that could be
33 construed as criminal behavior.

34 The examples below are not an exclusive list.

- 35 ● Truancy – including excessive tardiness
- 36 ● Dishonesty - including forgery and academic dishonesty
- 37 ● Abusive/Inappropriate language or gesture/profanity

- 1 ● Disrespectful behavior
- 2 ● Defiance/ Noncompliance/ Insubordination
- 3 ● Refusal to participate in activities or to complete assigned work
- 4 ● Chronic disruptive behavior
- 5 ● Leaving class or school grounds without permission
- 6 ● Possession, sale or use of items prohibited at school - including, but not limited to: lewd or
- 7 vulgar materials, gang paraphernalia, alcohol, tobacco, other drugs (including prescription
- 8 medications), drug paraphernalia and weapons
- 9 ● Making threats/intimidation, including bullying (by any means, including, but not limited to
- 10 electronic messages or social media sites)
- 11 ● Extortion
- 12 ● Fighting
- 13 ● Harassment – verbal or physical
- 14 ● Sexual misconduct/sexual harassment
- 15 ● Participation in a school disruption, including encouraging or recording a disruption/altercation
- 16 with any electronic device
- 17 ● Indecent exposure
- 18 ● Theft/Stealing or the receipt, sale, possession or distribution of stolen property
- 19 ● Reckless driving/driving violation – High School

20 Level III Offenses

21 This level of misbehavior includes acts that may result in violence to another person or property or that
 22 pose a threat to the safety of others in the school. These acts are so serious they usually require
 23 administrative actions that result in the immediate removal of the student from the school, the
 24 intervention of law enforcement authorities, and/or action by the Disciplinary Board. If a student's
 25 action poses a threat to the safety of others in the school, a teacher, principal, school employee, or
 26 school bus driver may use reasonable force when necessary to prevent bodily harm or death to another
 27 person.

28 The examples below are not an exclusive list.

- 29 ● Arson
- 30 ● Fighting - assault and/or battery on school property or at a school-sponsored activity (both
- 31 parties, unless one was attacked for no apparent reason)
- 32 ● Vandalism/Damage to Property
- 33 ● Possession, sale or use of items prohibited at school - including, but not limited to: lewd or
- 34 vulgar materials, gang paraphernalia, alcohol, tobacco (including e-cigarettes/vapors), other
- 35 drugs (including prescription medications), drug paraphernalia, weapons or facsimiles of
- 36 prohibited items
- 37 ● Sexual misconduct/sexual harassment
- 38 ● Making threats/intimidation, including bullying
- 39 ● Inciting a school disruption/violent interference with school operations
- 40 ● Indecent exposure
- 41 ● Violent disruption of class activities
- 42 ● Harassment (by any means, but not limited to electronic messages or social media sites)

- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

Level IV (ZERO-TOLERANCE) Offenses

The following are zero-tolerance offenses resulting in a calendar year expulsion:

1. Bringing to school or being in unauthorized possession of a firearm on school property;
2. Possession of drugs, including any controlled substance, controlled substance analog, or legend drug on school grounds or at a school-sponsored event;
3. Aggravated assault;
4. Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer.
5. Valid threats of mass violence on school property or at a school-related activity as determined by a threat assessment team.

Committing any of these offenses shall result in a student being expelled from regular attendance at school for at least one (1) calendar year unless modified by the Director of Schools. Modification to the length of time shall be granted on a case-by-case basis. Students that commit zero-tolerance offenses shall be assigned to an alternative school or program if staff and space are available as determined at the time of the infraction

MISBEHAVIORS: LEVEL I

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

Examples (not an exclusive listing)

- ~~● Classroom disturbances~~
- ~~● Classroom tardiness~~
- ~~● Cheating and lying~~
- ~~● Abusive language~~
- ~~● Failure to do assignments or carry out directions~~
- ~~● Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment⁶~~

Disciplinary Procedures

- ~~● The staff member intervenes immediately.~~
- ~~● The staff member determines what offense was committed and its severity.~~
- ~~● The staff member determines who committed the offense and if he/she understands the nature of the offense.~~
- ~~● The staff member employs appropriate disciplinary options.~~
- ~~● The record of the offense and disciplinary action shall be maintained by the staff member.~~

1 *Disciplinary Options*

- 2 ● Verbal reprimand
 3 ● Special assignment
 4 ● Restricting activities
 5 ● Counseling
 6 ● Withdrawal of privileges
 7 ● Issuance of demerits
 8 ● Strict supervised study
 9 ● Detention
 10 ● In-school suspension
 11 ● Withhold the student's phone for the duration of the instructional time if the teacher
 12 determines the student's phone is a distraction to the class or student⁷

13 **MISBEHAVIORS: LEVEL II**

14 This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of
 15 the school. These misbehaviors do not represent a direct threat to the health and safety of others but
 16 have educational consequences serious enough to require corrective action on the part of
 17 administrative personnel.

18 *Examples (not an exclusive listing)*

- 19 ● Continuation of unmodified Level I misbehaviors
 20 ● Using forged notes or excuses
 21 ● Disruptive classroom behavior
 22 ● Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
 23 cyber-bullying, and/or hazing)

24 *Disciplinary Procedures*

- 25 ● The student is referred to the principal for appropriate disciplinary action.
 26 ● The principal meets with the student and the staff member.
 27 ● The principal hears the accusation made by the staff member and allows the student the
 28 opportunity to explain his/her conduct.
 29 ● The principal takes appropriate disciplinary action after consulting with the Director of
 30 Student Services and notifies the staff member of the action.
 31 ● The record of offense and disciplinary action shall be maintained by the principal.

32 *Disciplinary Options*

- 33 ● Teacher/schedule change
 34 ● Peer counseling
 35 ● Referral to outside agency
 36 ● In-school suspension
 37 ● Transfer
 38 ● Detention
 39 ● Suspension from school-sponsored activities or from riding school bus

- 1 ● Out-of-school suspension (grades K-6)
- 2 ● Remand to the alternative school (grades 7-12)

3 ~~MISBEHAVIORS: LEVEL III~~

4 ~~This level includes acts directly against persons or property but whose consequences do not seriously~~
 5 ~~endanger the health or safety of others in the school. Law enforcement may be involved in any acts~~
 6 ~~that could be construed as criminal behavior.~~

7 *Examples (not an exclusive listing)*

- 8 ● Continuation of unmodified Level I and II misbehaviors
- 9 ● Fighting
- 10 ● Vandalism (minor)
- 11 ● Use, possession, sale, distribution, and/or being under the influence of tobacco or
- 12 alcohol
- 13 ● Use, possession, sale, or distribution of drug paraphernalia
- 14 ● Use, sale, distribution, and/or being under the influence of drugs
- 15 ● Stealing
- 16 ● Threats to others
- 17 ● Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 18 cyber-bullying, and/or hazing)

19 *Disciplinary Procedures*

- 20 ● The student is referred to the principal for appropriate disciplinary action.
- 21 ● The principal meets with the student and the staff member.
- 22 ● The principal hears the accusation and allows the student the opportunity to explain
- 23 his/her conduct.
- 24 ● The principal takes appropriate disciplinary action after consulting with the Director of
- 25 Student Services.
- 26 ● The Director of Student Services may refer the incident to the Director of Schools.
- 27 ● The record of offense and disciplinary action shall be maintained by the principal.

28 *Disciplinary Options*

- 29 ● In-school suspension
- 30 ● Detention
- 31 ● Restitution from loss, damage, or stolen property
- 32 ● Out-of-school suspension (grades K-6)
- 33 ● Remand to alternative school (grades 7-12)
- 34 ● Transfer

35 ~~MISBEHAVIORS: LEVEL IV~~

36 ~~This level of misbehavior includes acts which result in violence to another's person or property or~~
 37 ~~which pose a threat to the safety of others in the school. These acts are so serious that they usually~~

1 ~~require administrative actions which result in the immediate removal of the student from the school,~~
 2 ~~the intervention of law enforcement authorities, and/or action by the Board.~~

3 ~~If a student's action poses a threat to the safety of others in the school, a teacher, principal, school~~
 4 ~~employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or~~
 5 ~~death to another person.⁸~~

6 *Examples (not an exclusive listing)*

- 7 ● ~~Continuation of unmodified Level I, II, and III misbehaviors~~
- 8 ● ~~Death threat~~
- 9 ● ~~Threat of mass violence on school property or at a school-related activity*~~
- 10 ● ~~Extortion~~
- 11 ● ~~Bomb threat~~
- 12 ● ~~Possession, use, and/or transfer of dangerous weapons~~
- 13 ● ~~Assault that results in bodily injury upon any teacher, principal, administrator, any other~~
 14 ~~employee of the school, or a school resource officer*~~
- 15 ● ~~Aggravated assault*~~
- 16 ● ~~Vandalism~~
- 17 ● ~~Theft, possession, and/or sale of stolen property~~
- 18 ● ~~Arson~~
- 19 ● ~~Possession of unauthorized substances (e.g. any controlled substance, controlled~~
 20 ~~substance analogue, or legend drug)*~~
- 21 ● ~~Use or transfer of unauthorized substances~~
- 22 ● ~~Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,~~
 23 ~~cyber bullying, and/or hazing)~~
- 24 ● ~~Electronic threat to cause bodily injury or death to another student or school employee~~

25 *Disciplinary Procedures*

- 26 ● ~~The principal confers with appropriate staff members and with the student.~~
- 27 ● ~~The principal hears the accusations and allows the student the opportunity to explain~~
 28 ~~his/her conduct.~~
- 29 ● ~~The student receives all appropriate due process.~~
- 30 ● ~~The parent(s)/guardian(s) are notified.~~
- 31 ● ~~Law enforcement officials are contacted.~~
- 32 ● ~~The incident is reported and recommendations are made to the Director of Student~~
 33 ~~Services.~~
- 34 ● ~~The Director of Student Services may seek recommendations from the Director of~~
 35 ~~Schools.~~
- 36 ● ~~If the student's placement is to be changed, adequate notice of the charges shall be~~
 37 ~~given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a~~
 38 ~~hearing.~~

39 *Disciplinary Options*

- 40 ● ~~Other hearing authority or Board action which results in appropriate placement~~

1 *Designates zero-tolerance offenses.

2

Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-2802
8. TCA 39-16-517; TCA 49-6-3401(g); Public Acts of 2023, Chapter No. 299

Cross References

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

3

1

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 06/29/23
		Rescinds: 6.309	Issued: 05/07/98

2 In order to ensure a safe and secure learning environment, the following offenses shall not be
3 tolerated:¹

- 4 1. Unauthorized possession of a firearm on school property;²
- 5 2. Unlawful possession, use, or being under the influence of any drug, including any controlled
6 substance, controlled substance analogue, or legend drug on school grounds or at a school-
7 sponsored event; and³
- 8 3. Aggravated assault⁴ or
- 9 4. Assault that results in bodily injury⁵ upon any teacher, principal, administrator, any other
10 employee of the school, or school resource officer.
- 11 5. **Valid threats of mass violence on school property or at a school-related activity as determined**
12 **by a threat assessment team.**⁶

13 Committing any of these offenses shall result in a student being expelled from regular attendance at
14 school for at least one (1) calendar year unless modified by the Director of Schools. Modification to
15 the length of time shall be granted on a case-by-case basis. Students that commit zero-tolerance
16 offenses shall be assigned to an alternative school or program if staff and space are available as
17 determined at the time of the infraction.⁷

18 **FIREARMS (as defined in 18 U.S.C. § 921)²**

19 **In accordance with state law, any student who brings or possesses a firearm on school property shall be**
20 **expelled for a period of not less than one (1) calendar year. The Superintendent of schools shall have**
21 **the authority to modify this expulsion requirement on a case-by-case basis.**²

22 **WEAPONS & DANGEROUS INSTRUMENTS**

23 **Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school**
24 **buildings or on school grounds at any time, or in school vehicles and/or buses or off the school**
25 **grounds at a school-sponsored activity, function or event.**²

26 **Dangerous weapons for the purposes of this policy shall include but are not limited to a firearm or**
27 **anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily**

1 injury or anything that in the manner of its use or intended use is capable of causing death or serious
2 bodily injury.²

3 **DRUGS**

4 In accordance with state law, any student who unlawfully possesses any drug including any controlled
5 substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The
6 Superintendent of schools shall have the authority to modify this expulsion requirement on a case-by-
7 case basis.³

8 **ASSAULT**

9 In accordance with state law, any student who commits aggravated assault or commits assault that
10 results in bodily injury upon any teacher, principal administrator, or any other employee of the school
11 or school resource officer shall be expelled for a period of not less than one (1) calendar year. The
12 Superintendent of schools shall have the authority to modify this expulsion requirement on a case-by-
13 case basis.⁴

14 **ELECTRONIC THREATS**

15 In accordance with state law, any student who transmits by an electronic device any communication
16 containing a credible threat to cause bodily injury or death to another student or school employee and
17 the transmission of such threat creates actual disruptive activity at the school that requires
18 administrative intervention shall be expelled for a period of not less than one (1) calendar year. The
19 Superintendent of schools shall have the authority to modify this expulsion requirement on a case-by-
20 case basis.¹

21 **THREATS OF MASS VIOLENCE**

22 In accordance with state law, any student who threatens mass violence on school property or at a
23 school-related activity shall be expelled for a period of not less than one (1) calendar year.⁶ The
24 Superintendent of schools shall have the authority to modify this expulsion requirement on a case-by-
25 case basis.¹

26 **NOTIFICATION**

27 When it is determined that a student has violated this policy, the principal of the school shall notify the
28 student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by
29 law.⁷

Legal References

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

Cross References

- Threat Assessment 3.204
- Student Code of Conduct 6.300
- Disciplinary Procedures for Students Receiving Special Education 6.3021
- Drug-Free Schools 6.307
- Suspension 6.316
- Student Disciplinary Hearing Authority 6.317

8. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)

Alternative Education 6.319
Safe Relocation of Students 6.4081

1

Washington County Board of Education

Monitoring: Review: Annually	Descriptor Term: Suspension	Descriptor Code: 6.316	Issued Date: 11/05/20
		Rescinds: 6.316	Issued: 07/07/11

1 *General*

2 A principal or his/her designee may suspend a student from attendance in a specific class, school related
3 activity, or from riding a school bus without suspending the student from attendance at school. Based on
4 the severity of the offense, a principal may suspend a student from attendance at school and all school
5 activities.

6 Students may be suspended for good and sufficient reasons including, but not limited to:¹

- 7 1. Willful and persistent violation of the rules of the school;
- 8 2. Immoral or disreputable conduct, including vulgar or profane language;
- 9 3. Violence or threatened violence against the person of any personnel attending or assigned to any
10 school;
- 11 4. Willful or malicious damage to real or personal property of the school or the property of any
12 person attending or assigned to the school;
- 13 5. Inciting, advising, or counseling of others to engage in any of the actions that would justify
14 suspension;
- 15 6. Marking, defacing, or destroying school property;
- 16 7. Possession of a pistol, gun, or firearm on school property;²
- 17 8. Possession of a knife or other weapons as defined in state law, on school property;³
- 18 9. Assaulting a principal, teacher, school bus driver, or other school personnel with vulgar,
19 obscene, or threatening language;
- 20 10. Unlawful use or possession of barbitol or legend drugs, as defined in state law;⁴
- 21 11. Engaging in behavior which disrupts a class or school-sponsored activity;
- 22 12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly
23 explosive or destructive device including chemical weapons on school property or at a school-
24 sponsored event; **or an invalid threat of mass violence;**⁵

- 1 13. One (1) or more students initiating a physical attack on an individual student on school property
- 2 or at a school activity, including travel to and from school;
- 3 14. Assault against a school employee as defined in state law;⁶
- 4 15. Off-campus criminal behavior resulting in felony charges;
- 5 16. When behavior poses a danger to persons or property or disrupts the educational process;
- 6 17. Any other conduct prejudicial to good order or discipline in any school; and
- 7 18. Any misconduct described more particularly in the Student Code of Conduct or Zero Tolerance
- 8 policies, or any misconduct that violates the law.

9 **PROCEDURES FOR SUSPENSIONS**

10 Except in an emergency, no principal shall suspend any student until that student has been advised of
11 the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

12 If, as a result of an investigation, a principal/designee finds that a student acted in self-defense under a
13 reasonable belief that the student, or another to whom the student was coming to the defense of, may
14 have been facing the threat of imminent danger of death or serious bodily injury, then the student may
15 not face any disciplinary action.⁵

16 When a student is suspended, the principal shall notify the parent(s)/guardian(s) and the Director of
17 Schools/designee of:

- 18 1. The suspension;
- 19
- 20 2. The cause for the suspension; and
- 21
- 22 3. The conditions for readmission, which may include a meeting of the parent(s)/guardian(s),
- 23 student, and the principal.

24 The student shall not be sent home before the end of the school day unless the parent or guardian has
25 been contacted.

26 **IN-SCHOOL SUSPENSION⁷**

27 For purposes of this policy, in-school suspensions include any removal of a student from a regular
28 class or classes and assigning that student to a restricted class or some other program at the same
29 school.

30 In-school suspension shall be offered to students as an alternative program to complete academic
31 assignments and receive credit for work completed.

32 Students given an in-school suspension in excess of one (1) day from classes shall attend either special
33 classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for

1 study. Personnel responsible for in-school suspension will see that each student is supervised at all
 2 times and has textbooks and classwork assignments from his/her regular teachers. Students given in-
 3 school suspension shall be required to complete academic assignments and shall receive credit for
 4 work completed.

5 **SUSPENSIONS LONGER THAN FIVE DAYS⁸**

6 If a suspension is longer than five (5) days, whether in-school or out-of-school, the principal shall
 7 develop and implement a plan for improving the student's behavior. If the student is one with a
 8 disability, the principal shall notify the Assistant Director of Schools for Special Education.

9 **SUSPENSIONS LONGER THAN TEN DAYS⁹**

10 If the principal suspends a student for longer than ten (10) days, he/she shall immediately give written
 11 notice to the parent(s)/guardian(s) and the student of the right to appeal the decision. All appeals shall
 12 be filed within five (5) days of receipt of the notice. These appeals may be filed by the
 13 parent(s)/guardian(s), the student, or any person holding a teaching license who is employed by the
 14 school district, if requested by the student.

15 The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the Board. If
 16 a Disciplinary Hearing Authority has not been appointed, then the appeal shall be to the Board.

17 If a student is suspended during the last ten (10) days of any term or semester, he/she shall be
 18 permitted to take such final examinations or submit such required work as necessary to complete the
 19 course of instruction for that semester, subject to conditions prescribed by the principal.⁶

20 Students found to be eligible for special education shall only be suspended in accordance with the
 21 Board Policy No. 6.3161 governing such suspensions.

22 **SCHOOL-SPONSORED EVENTS⁶**

23 If a student assaults an employee, he/she shall be suspended from school-sponsored events for one (1)
 24 calendar year unless modified by the Director of Schools. A school-sponsored event is an activity that
 25 is not directly related to a student's grade in a course of instruction.

Legal References

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](#)

Cross References

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

Monitoring: Review: Annually, in April	Descriptor Term: Opioid Antagonist	Descriptor Code: 6.4052	Issued Date:
		Rescinds:	Issued:

1 *General*

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

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

12 **PARENTAL NOTIFICATION**

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

15 **PROCEDURES**

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

Legal References

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

1

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date: 06/30/22
		Rescinds: 6.409	Issued: 08/04/20

2 *General*

3 The-Director of Schools shall:¹

- 4 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
5 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) **for the district**
6 **each school**;
- 7
- 8 2. Require that the Coordinator and the Alternate receive appropriate training;
- 9
- 10 3. Supply the Coordinator with all necessary resources;
- 11
- 12 4. Ensure that all employees working directly with students annually complete the child abuse
13 training program required by state law.²

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

16 **Each building-level principal shall:**

- 17 1. Designate one employee as the Child Abuse Coordinator (the CAC) and an additional
18 employee to serve as the Alternate Child Abuse Coordinator (Alt. CAC) for each school;
- 19
- 20 2. Require that the CAC and the Alternate CAC receive appropriate training;
- 21
- 22 3. Supply the CAC with all necessary resources;
- 23
- 24 4. Ensure that all employees working directly with students annually complete the child abuse
25 training program required by state law.²

26 **REPORTING**

27 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel
28 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed
29 immediately with the **District or building-level** Coordinator, the Department of Children's Services
30 (DCS), and law enforcement.⁴ When alleged abuse involves someone employed by, previously

1 employed by, or otherwise affiliated with the school, the report may be made directly to the
 2 ~~Coordinator. to the DCS and law enforcement prior to notifying the Coordinator.~~⁵

3 The report shall include, to the extent known by the reporter:⁶

- 4 1. The name, address, telephone number, and age of the child;
- 5
- 6 2. The name, telephone number, and address of the parents or persons having custody of the child;
- 7
- 8 3. The nature and extent of the abuse or neglect; and
- 9
- 10 4. Any evidence of the cause or any other information that may relate to the cause or extent of the
- 11 abuse or neglect.

12 The Director of Schools/~~designee~~ or the Coordinator shall develop reporting procedures, including
 13 sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel via
 14 ~~training provided by the CAC and Alternate CAC.~~

15 **CONFIDENTIALITY**

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

18 **INVESTIGATIONS**

19 School administrators and employees have a duty to cooperate, provide assistance, and information in
 20 child abuse investigations⁷ including permitting DCS teams to conduct interviews while the child is at
 21 school. The principal may control the time, place, and circumstances of the interview but may not
 22 insist that a school employee be present even if the suspected abuser is a school employee or another
 23 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the
 24 child is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

25

Legal References

1. TCA 49-6-1601
2. TCA 37-1-408; Public Acts of 2022, Chapter No. 841
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. Public Acts of 2022, Chapter No. 781
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

26

1

Washington County Board of Education			
Monitoring: Review: Annually	Descriptor Term: Student Disciplinary Hearing Authority	Descriptor Code: 6.317	Issued Date: 11/05/20
		Rescinds:	Issued:

2 **~~DISCIPLINARY HEARING AUTHORITY¹~~**

3 The Board shall establish a Student Disciplinary Hearing Authority (SDHA) to conduct appeal
4 hearings, if requested, for students who have been suspended, expelled, or remanded for more than ten
5 (10) days. ~~A Disciplinary Hearing Authority (DHA) shall conduct hearings for students who have a~~
6 ~~recommended suspension for more than ten (10) school days.~~ The SDHA will have the authority to
7 determine accountability for any disciplinary case and, subject to the provisions of T.C.A. 49-6-3401
8 and Board Policy Nos. 6.300 Student Code of Conduct and 6.301 Rights and Responsibilities of
9 Students, appropriate consequences.

10 **CONSTITUTION OF THE SDHA**

11 The Board shall appoint a SDHA, which shall consist of nine (9) members. The Director of Schools
12 shall recommend members of the SDHA to the Board for approval. At least one (1) SDHA member
13 shall be a licensed employee of the district. All appointments are for a one (1) year terms and subject to
14 reappointment. Board members shall not serve on the SDHA.² Three members of the SDHA will
15 constitute a quorum for the hearing of any case.

16 The Director of Schools shall appoint a Chair of the SDHA from the members appointed by the Board.
17 The Chair will be trained appropriately in the conduct of disciplinary hearings.

18 ~~If an appeal is desired, a parent, guardian, or teacher acting on the student’s behalf must request the~~
19 ~~appeal within five (5) calendar days from the first day of suspension, expulsion, or remand. The Chair~~
20 ~~shall schedule a hearing within five (5) calendar days of the request forty-eight (48) hours of the timely~~
21 ~~request of a student, parent, guardian, or teacher acting on the student’s behalf.~~ The chair shall assign
22 members of the SDHA to sit on the panel hearing each case. The chair is responsible for having the
23 hearing recorded and transcribed.

24 The Chair shall also perform the following duties:

- 25 1. Set the time, place, and date for each hearing;
- 26 2. Maintain order and structure during each hearing; and
- 27 3. Prepare, sign, disseminate, and maintain the minutes of each meeting.

1 The Chair, upon receiving the notification of the request to appeal the suspension decision, shall
2 provide written notification to the parent(s)/guardian(s) of the student, the student, and any other
3 appropriate person of the time, place, and date of the hearing. In no event will the hearing be scheduled
4 more than ten (10) days after the commencement of the suspension.³

5 **CONDUCT OF THE HEARING**

6 ~~During the hearing, the Chair will announce on the record the purpose of the hearing, including the
7 nature of the offense, the date the offense occurred, and the date the appeal, if any, was lodged. The
8 chair will ask each member of the SDHA to introduce himself/herself on the record and will then ask
9 the administrators and the student to introduce themselves as well. The Chair will then describe the
10 process the SDHA will observe during the course of the hearing.~~

11 ~~The administration will set forth the basis for its belief that the student is accountable for misconduct
12 warranting a suspension in excess of ten (10) days. This explanation may consist of a summary of any
13 investigation presented by the charging administrator, or it may consist of one or more witnesses as the
14 administration deems appropriate. The SDHA may ask such questions as it deems necessary to ensure
15 a clear understanding of the case. Neither the student nor his/her parents or guardians may cross-
16 examine the administration or the administration's witnesses.~~

17 ~~After the administration has presented its charges and the SDHA has questioned the administrators and
18 their witnesses to their satisfaction, the student may respond. The student may speak on his/her behalf
19 and may call such witnesses as are willing to speak for the student. The DHA may question the student
20 and anyone speaking on the student's behalf.~~

21 ~~While the student may have counsel present during the hearing, counsel may not examine or cross-
22 examine any witnesses, nor may counsel advocate on behalf of the student.⁶~~

23 ~~After the administration and the student have both explained their respective positions, the DHA shall
24 retire to deliberate off the record and to make a decision. The first issue for the DHA to decide is
25 whether the student engaged in the misconduct alleged. If the DHA sustains the allegation, then, except
26 in the case of a zero-tolerance offense set forth in Board Policy No. 6.309 Zero Tolerance Offenses, the
27 DHA has the authority to decide the appropriate consequence within the score set forth in Board Policy
28 No. 6.300 Student Code of Conduct.~~

29 ~~The SDHA may take the follow disciplinary actions: Upon reaching a decision, the DHA shall
30 reconvene on the record and shall announce one of the following decisions:⁴~~

- 31 1. Affirm the decision of the principal;
- 32 2. Order removal of the suspension unconditionally;
- 33 3. Order removal of the suspension upon such terms and conditions as it deems reasonable;
- 34 4. Assign the student to an alternative school or program; or
- 35 5. Suspend, **expel**, or **remand** the student for a specified period of time.*

1 The SDHA is expected to hear the case and create a record. There is no obligation of proof for the
2 SDHA, only a requirement to consider what is presented by the school administration and to provide
3 an opportunity for student rebuttal if they are present at the hearing. The Chair DHA shall provide the
4 student, parent(s)/guardian, and administration with its written decision no later than five (5) days of
5 the hearing. As part of this notice, the Chair DHA shall explain the right of the parties to appeal to the
6 Director of Schools, his/her designee, or the Board. In the case of zero-tolerance offenses, the notice
7 shall indicate that the Director of Schools has the sole discretion whether to modify the statutory 365-
8 day suspension.

9 APPEAL TO THE DIRECTOR OF SCHOOLS⁵

10 Any student, parent/guardian, or administrator who is dissatisfied with the decision of the SDHA has
11 the right to lodge an appeal with the Director of Schools. They shall have broad discretion to decide a
12 student's accountability and appropriate consequences. They shall have sole discretion to modify 365-
13 day suspensions established by state law and Board policy.

14 APPEAL TO THE BOARD OF EDUCATION⁵

15 If the student, parent/guardian, or administrator is dissatisfied with the decision of the Director of
16 Schools, he/she may request the Board to review the decision. As part of any such review, the Director
17 of Schools and the Chair of the SDHA shall prepare the record, a summary of the proceedings, an
18 explanation of any decisions, and a summary of the position of the administration and the student or
19 parent/guardian, and submit these to the Board under seal.

20 The Board, at its next regular meeting, shall vote whether to sustain the decision on the record, to
21 reverse or modify the decision on the record, or to grant a new hearing. The Board does not have the
22 jurisdiction to modify the consequences for a zero-tolerance offense.

23 If the Board votes to grant a new hearing, any such hearing shall be closed to the public unless the
24 student or parent/guardian, within five (5) days, requests that the hearing be open. Any such hearing
25 shall operate as would any SDHA hearing except that, in the event of an open hearing, the Board shall
26 not retire or deliberate. At the conclusion, the Board may affirm or modify the decision of the Director
27 of Schools or modify the decision of the Director of Schools, to include the imposition of a more
28 severe consequence.

29 OVERSIGHT OF THE STUDENT DISCIPLINARY PROCESS

30 The Director of Schools shall establish procedures pursuant to which all cases of discipline are
31 overseen by their office. These procedures will include means whereby principals report any
32 suspension, including in-school suspensions in excess of one day, to their office; forms whereby
33 parents/guardians are aware of their students' suspension and their rights to appeal; and a process
34 whereby the panels of the SDHA are aware of similar cases within the district that might serve as a
35 precedent to ensure consistent application of the Board's Student Code of Conduct and other Board
36 policies.

37 * Note: Zero-tolerance offenses as set forth in statute require mandatory calendar year expulsion
38 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

1

Washington County Board of Education

Monitoring: Review: Annually	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 09/07/23
		Rescinds: 6.200	Issued: 06/30/22

2 *General*

3 Attendance is a key factor in student achievement; therefore, students are expected to be present each
4 day school is in session.

5 The Director of Schools/designee shall ensure ~~that~~ this policy is posted in each school building and
6 disseminated to all students, parent(s)/~~guardian(s)~~, teachers, and administrative staff.

7 The ~~Director of Student Attendance and Access~~ ~~Attendance Supervisor~~ shall oversee the entire
8 attendance program which shall include:¹

- 9 1. All accounting and reporting procedures and their dissemination;
- 10 2. Alternative program options for students who severely fail to meet minimum attendance
11 requirements;
- 12 3. Ensuring that all school-age children attend school;
- 13 4. Providing documentation of enrollment status upon request for students applying for new or
14 reinstatement of driver's permit or license; and
- 15 5. Notifying the Department of Safety whenever a student with a driver's permit or license
16 withdraws from school.²

17 ~~This policy and the related procedures in no way supersede state or federal laws relative to school~~
18 ~~attendance.~~ Student attendance records shall be given the same level of confidentiality as other student
19 records. Only authorized school officials with legitimate educational purposes may have access to
20 student information without the consent of the student or parent(s)/guardian(s).³

21 Absences shall be classified as either excused or unexcused as determined by the principal/designee.

22 Excused absences shall include:⁴

- 23 1. Personal illness/injury;
- 24 2. Illness of immediate family member;
- 25 3. Death in the family;
- 26 4. Extreme weather conditions;
- 27 5. Religious observances;⁵
- 28 6. Pregnancy;
- 29 7. School-endorsed activities;
- 30 8. Summons, subpoena, or court order; or

- 1 9. Circumstances which in the judgment of the principal create emergencies over which the
2 student has no control.

3 The principal shall be responsible for ensuring that:⁶

- 4 1. Attendance is checked and reported daily for each class;
5 2. Daily absentee sheets contain sign-in/sign-out sheets and indicate students present or absent
6 for the majority of the day;
7 3. All student absences are verified;
8 4. Written excuses are submitted for absences and tardiness; and
9 5. System-wide procedures for accounting and reporting are followed.

10 TRUANCY

11 Annually, the Director of Schools/designee will provide written notice to parent(s)/~~guardian(s)~~ that
12 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
13 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
14 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
15 considered present for school attendance purposes. If a student is required to participate in a remedial
16 instruction program outside of the regular school day where there is no cost to the parent(s)/~~guardian(s)~~
17 and the school district provides transportation, unexcused absences from these programs shall be
18 reported in the same manner.⁷

19 Excuses for absences must be made in writing to the principal or administrative designee by a parent or
20 guardian and must be submitted within five (5) days of the student's return to school. All absences,
21 and/or corrections to absences must be recorded within the respective 20-day attendance reporting
22 period or no later than ten (10) days following the end of each 20-day attendance reporting period.

23 A student who is absent five (5) days without adequate excuse shall be reported to the Director of
24 Schools/designee who will, in turn, provide written notice to the parent(s)/~~guardian(s)~~ of the student's
25 absence. If a parent/~~guardian~~ does not provide documentation within adequate time excusing those
26 absences or request an attendance hearing, then the Director of Schools shall implement ~~tier two of~~ the
27 progressive truancy plan described below prior to referral to juvenile court.

28 *Progressive Truancy Plan*⁸

29 Tier I (~~one~~) of the progressive truancy plan shall apply to all students within the district and include
30 schoolwide prevention-oriented supports to assist with satisfactory attendance. ~~These supports shall
31 include, but are not limited to; including the Attendance Policy in the Student Handbook, reviewing
32 the Attendance Policy with students during a school assembly, sending home a school calendar with
33 each student, and calling the parent/guardian from the school or alerting via the school system's
34 messaging service at every absence.~~ Tier I intervention will apply to all students within the district and
35 include school-wide prevention-oriented supports to assist with satisfactory attendance. It may include
36 one or more of the following strategies:

- 37 1. A copy of the system-wide calendar is sent home at the beginning of the school year;
38 2. The attendance policy is placed in the Student Handbook;
39 3. Letters are sent to every student who missed 10+ days during the previous school year;
40 4. At every absence, an automated call/text or email is delivered to the student's primary
41 contact number.

1 Tier II (two) of the progressive truancy plan shall be implemented after the student accumulates five
 2 (5) unexcused absences, but before referral to juvenile court, and includes the following:

- 3 1. A conference with the student and the student's parent(s)/guardian(s);
- 4 2. An attendance contract, based on the conference, signed by the student, the
 5 parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
 6 a. A specific description of the school's attendance expectations for the student;
 7 b. The period for which the contract is effective; and
 8 c. Penalties for additional absences and alleged school offenses, including additional
 9 disciplinary action and potential referral to juvenile court.
- 10 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
- 11 4. A school employee shall conduct an individualized assessment detailing the reasons a
 12 student has been absent from school. The employee may refer the student to counseling,
 13 community-based services, or other services to address the student's attendance problems.

14 Tier III (three) shall be implemented ~~if the truancy interventions under Tier II are unsuccessful. Tier III~~
 15 ~~shall consist of the following interventions: referral to Truancy Board for a student hearing; referral to~~
 16 ~~school-based community resources; referral to community resources such as counseling, parenting~~
 17 ~~classes, in-home services, etc. if the student has acquired additional unexcused absences.~~

- 18 1. Truancy Board will review the case with the family and make the appropriate referrals to
 19 community-based services, such as: counseling, parenting classes, in-home services, etc.
- 20 2. The case is reviewed with the family every 30 days until the end of the contract.

21 If a student has further unexcused absences or fails to comply with the contract after progressing to
 22 Tier III, a petition is filed with Juvenile Court.

23 If the parent/student refuses to participate in any part of the plan, the process will stop and a truancy
 24 petition is filed.

25 These interventions shall be determined by a team formed at each school. The interventions shall
 26 address student needs in an age-appropriate manner. Finalized plans shall be approved by the director
 27 of Schools/designee

28 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

29 A principal/designee may excuse a student to participate in non-school sponsored extracurricular
 30 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)
 31 absences each school year. No later than seven (7) business days prior to the student's absence, the
 32 student shall provide documentation to the school as proof of the student's participation along with a
 33 written request for the excused absence from the student's parent/guardian. The request shall include
 34 the following:

- 35 1. Student's name and personal identification number;
- 36 2. Student's grade;
- 37 3. The dates of the student's absence;
- 38 4. The reason for the student's absence; and
- 39 5. The signatures of the student and parent/guardian.

40 **RELEASED TIME COURSE¹⁰**

1 A principal/designee may excuse a student to attend a course in religious moral instruction for up to
2 one (1) class period per school day. Students shall not be excused during any class which requires an
3 examination for state or federal accountability purposes.

4 The student shall submit a written consent form signed by the student's parent/guardian prior to
5 participation in the released time course. The principal/designee shall document the approval in
6 writing. The student shall provide documentation to the principal/designee as proof of the student's
7 participation in the released time course.

8 The district shall not be responsible for transporting students to and from the place of instruction.

9 Upon submission of the student's transcript from the entity that provided the released time course, the
10 student may be awarded one (1) unit of elective credit. The Director of Schools shall develop
11 procedures with secular criteria for determining whether credit shall be awarded.]

12 **MAKE-UP WORK**

13 Any student whose absence is unexcused or excused shall be expected to make up work missed or due
14 on dates of absence.

15 All missed class work or tests from absences may be made up provided that the student makes the
16 request immediately upon returning to school and provided class time is not taken from other students.

17 **STATE-MANDATED ASSESSMENT**

18 Students who are absent the day of the scheduled end-of-course (EOC) exams shall present a signed
19 doctor's excuse or shall have been given an excused release by the principal prior to testing to receive
20 an excused absence. Students who have excused absences will be allowed to take a make-up exam.

21 Students who have an unexcused absence shall receive a failing grade on the EOC exam, which shall
22 be averaged into their final grade.

23 **CREDIT/PROMOTION DENIAL**

24 Credit/promotion denial determinations may include student attendance; however, student attendance
25 may not be the sole criterion.¹¹ If attendance is a factor prior to credit/promotion denial, the following
26 shall occur:

- 27 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of
28 credit/promotion denial due to excessive absenteeism; and
- 29 2. Procedures in due process are available to the student when credit or promotion is denied.

30 **DRIVER'S LICENSE REVOCATION²**

31 A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any
32 semester shall be ineligible to retain a driver's permit or license.

33 **ATTENDANCE HEARING¹²**

1 Students with excessive (more than five (5)) unexcused absences or those in danger of
 2 credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee
 3 appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s)
 4 shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to
 5 address the committee. The committee will conduct a hearing to determine if any extenuating
 6 circumstances exist to excuse an absence(s) or to determine if the student has met attendance
 7 requirements that will allow him/her to pass the course or be promoted. Upon notification of the
 8 attendance committee decision, the principal shall send written notification to the Director of
 9 Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the
 10 excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to
 11 appeal such action within two (2) school days to the Director of Schools/designee.

12 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

13 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
 14 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
 15 Following the review, the Board may affirm or overturn the decision of the Director of
 16 Schools/designee. The action of the Board shall be final.

17

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); Public Acts of 2023, Chapter No. 130
12. TRR/MS 0520-01-02-.17(7)

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

18

Washington County Board of Education

Monitoring: Review: Annually	Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date: 08/02/22
		Rescinds: 6.3401	Issued: 09/03/20

1 *General*

2 In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment
3 and discrimination on the basis of sex are prohibited.¹ This policy shall cover employees, employees'
4 behaviors, students, and students' behaviors while on school property, at any school-sponsored activity,
5 on school-provided equipment or transportation, or at any official school bus stop in accordance with
6 federal law. This policy shall be disseminated annually to all school staff, students, and
7 parent(s)/guardian(s).² The Title IX Coordinator as well as any personnel chosen to facilitate the
8 grievance process shall not have a conflict of interest against any party of the complaint.³ These
9 individuals shall receive training as to how to promptly and equitably resolve student and employee
10 complaints.³

11 All employees shall receive training on complying with this policy and federal law.⁴

12 **TITLE IX COORDINATOR**⁵

13 The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of
14 sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and
15 shall provide input on an ongoing basis as appropriate.

16 Any individual may contact the Title IX Coordinator at any time using the information below:

17 **Title:** Title IX Coordinator

18 **Mailing address:** 405 W. College St., Jonesborough, TN, 37659

19 **Phone number:** (423)753-1100

20 **Email:** titleixcoordinator@wcde.org

21 **DEFINITIONS**⁴

22 “Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual
23 harassment.

24 “Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute
25 sexual harassment.

26 “Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:³

- 1 1. A school district employee conditioning an aid, benefit, or service of an education program or
2 activity on an individual's participation in unwelcome sexual conduct;
- 3
- 4 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and
5 objectively offensive that it effectively denies a person equal access to the education program
6 or activity; or
- 7 3. Sexual assault,⁶ dating violence,⁷ domestic violence,⁸ or stalking⁹ as defined in state and federal
8 law.

9 Behaviors that constitute sexual harassment may include, but are not limited to:

- 10 1. Sexually suggestive remarks;
- 11
- 12 2. Verbal harassment or abuse;
- 13
- 14 3. Sexually suggestive pictures;
- 15
- 16 4. Sexually suggestive gesturing;
- 17
- 18 5. Harassing or sexually suggestive or offensive messages that are written or electronic;
- 19
- 20 6. Subtle or direct propositions for sexual favors; and
- 21
- 22 7. Touching of a sexual nature.

23 Sexual harassment may be directed against a particular person or persons, or a group, whether of the
24 opposite sex or the same sex.

25 "Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be offered
26 to the complainant and the respondent, as appropriate. These measures may include, but are not limited
27 to, the following:

- 28 1. Counseling;
- 29
- 30 2. Course modifications;
- 31
- 32 3. Schedule changes; and
- 33
- 34 4. Increased monitoring or supervision.

35 The measures offered to the complainant and the respondent shall remain confidential to the extent that
36 maintaining such confidentiality would not impair the ability of the school district to provide the
37 supportive measures.

38 **GRIEVANCE PROCESS**

1 Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the
2 Title IX Coordinator shall:

- 3 1. Promptly contact the complainant to discuss the availability of supportive measures;
- 4
- 5 2. Consider the complainant's wishes with respect to supportive measures;
- 6
- 7 3. Inform the complainant of the availability of supportive measures; and
- 8
- 9 4. Explain the process for filing a formal complaint.¹⁰

10 While the school district will respect the confidentiality of the complainant and the respondent as much
11 as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall
12 be consistent with the school district's legal obligations and the necessity to investigate allegations of
13 harassment and take disciplinary action.

14 Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance
15 process has been completed. Unless there is an immediate threat to the physical health or safety of any
16 student arising from the allegation of sexual harassment that justifies removal, the respondent's
17 placement shall not be changed.¹¹ If the respondent is an employee, he/she may be placed on
18 administrative leave during the pendency of the grievance process.¹² The Title IX Coordinator shall
19 keep the Director of Schools informed of any employee respondents so that he/she can make any
20 necessary reports to the State Board of Education in compliance with state law.¹³

21 **Complaints**

22 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
23 immediately report such information to the Title IX Coordinator; however, nothing in this policy
24 requires a complainant to either report or file a formal complaint within a certain timeframe. If the
25 complaint involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

26 If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate
27 notification shall be made per the board policy on reporting child abuse.

28 Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:¹⁴

- 29 1. Provide written notice of the allegations, and the grievance process to all known parties to give
30 the respondent time to prepare a response before an initial interview;
- 31
- 32 2. Inform the parties of the prohibition against making false statement or knowingly submitting
33 false information;
- 34
- 35 3. Inform the parties that they may have an advisor of their choosing present during any
36 subsequent meetings;
- 37
- 38 4. Parents and/or Guardians are entitled to notice of participation; and
- 39

1 5. Offer supportive measures in an equitable manner to both parties.

2 The complaint must be dismissed if it does not meet the definition of harassment or occur within an
3 activity or program. If the Title IX Coordinator dismisses a complaint, written notice, including the
4 reasons for dismissal, shall be provided to both parties simultaneously.¹⁵

5 **Investigations**¹⁶

6 All investigations require a signed, written complaint. A school system administrator, designated by
7 the Title IX Coordinator, shall serve as the investigator and be responsible for investigating complaints
8 in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for
9 obtaining evidence sufficient to reach a determination regarding responsibility rests on the school
10 district and not the complainant or respondent.

11 Once a complaint is received, the Investigator shall initiate an investigation within forty-eight (48)
12 hours of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the
13 investigator shall provide the Director of Schools with appropriate documentation detailing the reasons
14 why the investigation was not initiated within the required timeframe.

15 All investigations shall be completed within twenty (20) calendar days from the receipt of the initial
16 complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall
17 provide the Director of Schools with appropriate documentation detailing the reasons why the
18 investigation has not been completed.

19 All investigations shall:

- 20 1. Provide an equal opportunity for the parties to present witnesses and evidence;
- 21 2. Not restrict the ability of either party to discuss the allegations under investigation or gather
22 and present relevant evidence;
- 23 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that
24 seek disclosure of information protected under a legally recognized privilege unless such
25 privilege has been waived;¹⁷
- 26 4. Provide the parties with the same opportunities to have others present during any grievance
27 proceeding;
- 28 5. Provide to parties whose participation is requested written notice of the date, time, location,
29 participants, and purpose of all investigative interviews, or other meetings, with sufficient time
30 for the party to prepare to participate;
- 31 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to
32 the allegations in the formal complaint; and
- 33 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
- 34
- 35
- 36
- 37
- 38
- 39
- 40

- 1 a. Prior to the completion of the investigative report, the investigator shall send to each
2 party the evidence subject to inspection and review. All parties shall have at least ten
3 (10) days to submit a written response which shall be taken into consideration in
4 creating the final report.

5 Within the parameters of the federal Family Educational Rights and Privacy Act,¹⁸ the Title IX
6 Coordinator shall keep the complainant and the respondent informed of the status of the investigation
7 process. At the close of the investigation, a written final report on the investigation will be delivered to
8 the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the
9 Director of Schools.

10 **Determination of Responsibility**¹⁹

11 The respondent is presumed not responsible for the alleged conduct until a determination regarding
12 responsibility is made at the conclusion of the grievance process.²⁰ The preponderance of evidence
13 standard shall be used in making this determination.²¹

14 ~~The Principal shall act as the decision-maker for student respondents. The Human Resources Director~~
15 ~~Title IX Coordinator~~ will ~~act~~ (appoint an Administrator) as the decision-maker for ~~student and~~
16 employee respondents. He/she shall receive the final report of the investigation and allow each party
17 the opportunity to submit written questions that he/she wants asked of any party or witness prior to the
18 determining responsibility.

19 The decision-maker shall make a determination regarding responsibility and provide the written
20 determination to the parties simultaneously along with information about how to file an appeal. He/She
21 may consult with the Title IX Coordinator in drafting the written determination.

22 A substantiated charge against a student may result in corrective or disciplinary action up to and
23 including expulsion. A substantiated charge against an employee shall result in disciplinary action up
24 to and including termination.

25 After a determination of responsibility is made, the Title IX Coordinator shall work with the
26 complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall
27 also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

28 **APPEALS**²²

29 Either party may appeal from a determination of responsibility based on a procedural irregularity that
30 affected the outcome, new evidence that was not reasonably available at the time of the determination
31 that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator
32 or any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX
33 Coordinator within ten (10) days of a determination of responsibility.

34 Upon receipt of an appeal, the Title IX Coordinator shall:

- 35 1. Assign an impartial hearing officer within five (5) days of receipt of the appeal.
 - 36 a. Appeals for cases in which the respondent is a student shall be to the Board's
37 Disciplinary Hearing Authority.

- 1 b. Appeals for cases in which the respondent is an employee shall be to the Director of
2 Schools.
3
- 4 2. Notify the parties in writing who will be hearing the appeal and the procedures that the hearing
5 officer(s) will be following in the appeal. This notice may refer to other Board Policies that
6 explain disciplinary procedures.
- 7 During the appeal process, the parties shall have a reasonable, equal opportunity to submit written
8 statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing
9 the result of the appeal and the rationale for the result. The written decision shall be provided
10 simultaneously to both parties.

11 **RETALIATION**²³

- 12 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to
13 participate in any investigation of an act alleged in this policy is prohibited.

Legal References

1. 34 CFR § 106.1
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(10); TCA 71-6-302
7. 34 USCA 12291(a)(10)
8. 34 USCA 12291(a)(8); TCA 40-14-109
9. 34 USCA 12291(a)(30); TCA 39-17-315; TCA 36-3-601(11)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. 20 USCA § 1232g
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

Cross References

- Section 504 and ADA Grievance Procedures 1.802
Discrimination/Harassment of Employees (Sexual, Racial,
Ethnic, Religious) 5.500
Staff-Student Relations 5.610
Code of Conduct 6.300
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304
Child Abuse and Neglect 6.409

Washington County Board of Education

Monitoring: Review: Annually	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 06/29/23
		Rescinds: 5.305	Issued: 02/04/20

1 ELIGIBILITY

2 Anyone who has been employed for at least twelve (12) months by the school district and anyone who
3 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for
4 service for purposes of FMLA eligibility¹) during the previous twelve-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
8 ~~fixed calendar year~~ 12 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
- 31

- 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. An eligible employee taking leave under this provision shall not be required to utilize any
 18 other type of accrued leave during this period. Eligible employees include teachers, principals,
 19 supervisors, or other individuals required by law to hold a valid license of qualification for
 20 employment who have been employed with a school district full time for at least twelve (12)
 21 consecutive months.

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

28 **LEAVE FOR A SERIOUS HEALTH CONDITION⁷**

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

36 **LEAVE FOR MILITARY FAMILY MEMBERS**

- 37 1. *Qualifying Exigency Leave⁸* - Eligible employees are entitled to up to twelve (12) workweeks
 38 of leave because of any “qualifying exigency” arising out of the fact that the spouse, son,
 39 daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been
 40 notified of an impending call to active duty, or has been notified of an impended call to active
 41 duty status in the Armed Forces. Qualifying exigencies may include:
 42

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

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

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

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

INTERMITTENT LEAVE¹⁰

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

RESTRICTIONS

1. Notice Requirements

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

13 2. Certification Requirement¹⁴

- 14
- 15 a. The Director of Schools may require that a request for leave be supported by
16 certification issued by a health care provider with the following information:
17
- 18 i. The date on which the serious health condition commenced;
 - 19 ii. The probable duration of the condition;
 - 20 iii. The appropriate medical facts within the knowledge of the health care provider
21 regarding the condition; and
 - 22 iv. A statement that the eligible employee is needed to care for the son, daughter,
23 spouse, or parent and an estimate of the amount of time that such employee is
24 needed.
25
- 26 b. If there is any reason to doubt the validity of the certification provided, the Director of
27 Schools may require, at the expense of the school district, an opinion of a second health
28 care provider.
29

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

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

41 **REQUIREMENTS OF THE BOARD**¹⁶

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

- 1 3. The Board may recover the premium paid under the following conditions:
2
3 a. The employee fails to return from leave after the period of leave has expired; and
4 b. The employee fails to return to work for a reason other than the continuation,
5 recurrence, or onset of a serious health condition or other circumstances beyond the
6 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. Public Acts of 2023, Chapter No. 399
7. 29 CFR § 825.113
8. 29 CFR § 825.126
9. 29 CFR § 825.124; 29 CFR § 825.127
10. 29 CFR § 825.202
11. 29 CFR § 825.302-825.304
12. 29 CFR § 825.207
13. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
14. 29 CFR § 825.305-825.313
15. 29 CFR § 825.602
16. 29 USCA § 2614

Cross References

- Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Washington County Board of Education

Monitoring: Review: Annually	Descriptor Term: Discipline for Students Receiving Special Education	Descriptor Code: 6.3161	Issued Date: 11/05/20
		Rescinds:	Issued:

2 The purpose of this policy is to inform students, parents/guardians, and educators in general terms of
3 the procedures governing the discipline of students with disabilities under the Individuals with
4 Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act (Section 504). In the event
5 of an apparent conflict between this policy and the provisions of federal law, federal law shall control.

6 **LIMITS ON OUT-OF-SCHOOL (OSS) SUSPENSIONS**

7 Administrators may suspend students with disabilities for misconduct just as they would non-disabled
8 students for up to ten (10) days during the course of any given school year.

9 At any time an administrator determines that a student with disabilities should be suspended for any
10 amount of time, the administrator shall contact the ~~Chief Student Supports Officer Assistant Director~~
11 ~~of Schools for Special Education (IDEA)~~ or the ~~Special Education and Section 504 Coordinator (504)~~.

12 At any time an administrator determines ~~that~~ a student with disabilities should be suspended for five
13 (5) days, or if any given suspension, when added to previously imposed suspensions, exceeds the total
14 of five days, the principal shall have the student's case manager convene an IEP team or Section 504
15 committee meeting as soon as practicable for the purpose of revising or developing a Behavioral
16 ~~Support or Intervention Plan (BSP/BIP)~~ and, if necessary, revising the IEP or Section 504 plan.

17 The team must consider whether the IEP or Section 504 plan is appropriate for the student's needs and,
18 if so, whether it is being implemented appropriately. It is the Board's intention that the school
19 administration and the IEP team or Section 504 committee will collaborate to develop appropriate
20 interventions aimed at reducing the need for further disciplinary measures.

21 For any given suspension that would exceed ten (10) days, or for any suspension that, when combined
22 with previous suspensions, would exceed a total of ten (10) days for any given school year, the school
23 principal shall immediately ask the ~~Chief Student Supports Officer Assistant Director of Schools for~~
24 ~~Special Education (IDEA)~~ or the ~~Special Education and Section 504 Coordinator (504)~~ ~~(in the case of a~~
25 ~~student receiving services under the IDEA) or the 504 Coordinator (in the case of a student receiving~~
26 ~~services under Section 504)~~ to determine the need for a Manifestation Determination Review (MDR).
27 ~~The MDR shall operate in accordance with this policy and the requirements of federal law to convene~~
28 ~~a manifestation determination review (MDR) to determine whether the student conduct was a~~
29 ~~manifestation of his/her disability such that the student cannot be responsible for his/her actions.~~ The
30 MDR shall operate in accordance with this policy and the requirements of federal law.

1 MANIFESTATION DETERMINATION REVIEW

2 The MDR will consist of the parents/~~guardians~~ of the student, the principal ~~or designated Local~~
3 ~~Education Authority (LEA)-his/her designee, the Assistant Director of Schools for Special Education~~
4 ~~or his/her designee (IDEA), 504 Coordinator or his/her designee (504), someone from the Office of~~
5 ~~Student Supports as needed,~~ and such other members of the IEP team or Section 504 committee as may
6 be appropriate.

7 The MDR shall meet within ten (10) days of the decision to suspend the student to determine whether
8 the behavior was a manifestation of the student's disability. The MDR shall consider all relevant
9 information, including the IEP, teacher observations, and the most current evaluations of the student.
10 The MDR shall also consider any functional behavioral assessment (FBA) and any behavioral
11 intervention plan (BIP). The MDR shall also consider whether the student's behavior might be a
12 manifestation of a suspected disability voiced by any parent/guardian or considered by any member of
13 the IEP team or Section 504 committee.

14 **For behavior that is a manifestation:**

15 If the MDR is unable to rule out a known or suspected disability as a cause of or a direct and
16 substantial factor in the student's misconduct, then it shall take appropriate steps to address the
17 educational needs of the student, including conducting an FBA (unless the MDR determines that any
18 recent FBA is adequate), the developments or the refining of a BIP, and the revision of any IEP or 504
19 plan.

20 Except as set forth below, the student may not be suspended or removed from the existing educational
21 placement but must "stay put" in that placement unless the IEP team or Section 504 committee,
22 including the parents/~~guardians~~, agree that a more restrictive placement is appropriate for the
23 implementation of the BIP so that the student may receive a free appropriate public education.

24 **For behavior that is not a manifestation:**

25 If the MDR can rule out a known or suspected disability as a cause or direct or substantial factor in the
26 student's misconduct, then the MDR shall adjourn. The student may be disciplined as would any
27 student without disabilities per Board Policy No. 6.300 Student Code of Conduct.

28 In the case of a student receiving services under the IDEA, ~~the case manager will coordinate with the~~
29 ~~Chief Student Supports Officer-the Assistant Director of Schools for Special Education will coordinate~~
30 ~~with the Chairperson of the Disciplinary Hearing Authority~~ to ensure ~~that~~ the student will continue to
31 receive any services required by the IEP during the time of ~~his/her~~ their suspension. The case manager
32 shall convene an IEP team meeting to discuss the change of placement if such a meeting is necessary
33 to provide a free appropriate public education.

34 In the case of a student receiving services under Section 504, services will cease during the period of
35 any out-of-school suspension. If the student is remanded to an alternative educational setting and
36 services are required to enable the student to participate in the program, ~~the case manager will~~
37 ~~coordinate these services with the Chief Student Supports Officer the 504 Coordinator will coordinate~~
38 ~~these services with the Chairperson of the Disciplinary Hearing Authority.~~

EXCEPTIONS TO “STAY-PUT” SPECIAL CIRCUMSTANCES

Irrespective of whether a student’s conduct may be a manifestation of ~~his/her~~ **their** disability, a student may be suspended to an interim alternative educational placement for up to forty-five (45) days for:

- Carrying or possessing a dangerous weapon as defined in 18 US § 930 on school property or at a school function; or
- Knowingly using or possessing or selling or soliciting the sale of illegal drugs on school property or at a school function; or
- Inflicting serious bodily injury, meaning an injury with a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, while on school property or at a school function.
- **Threat of Mass Violence**

An interim alternative educational placement shall not automatically be forty-five (45) days but shall be in conformity with consequences imposed on students without disabilities. **The case manager shall coordinate with the Chief Student Supports Officer** ~~The Assistant Director of Schools for Special Education (IDEA) or the 504 Coordinator (504) shall coordinate with the Chairperson of the Disciplinary Hearing Authority~~ on how to provide services to any students assigned to an interim alternative educational placement.

APPEAL RIGHTS FOR STUDENTS WITH DISABILITIES

Any student or parent/~~guardian~~ who disputes ~~that~~ the student violated the Student Code of Conduct, Board policy, or state law; or who disagrees with the decision of the MDR that the student’s behavior was not a manifestation of a known or suspected disability; or who objects to the consequences imposed by the administrator may request a hearing before the **Student Disciplinary Hearing Authority (SDHA)**. ~~the Director of Schools, and the Board of Education pursuant to Board Policy 6.317 Student Disciplinary Hearing Authority.~~

Alternatively, a student or parent/~~guardian~~ may request a due process hearing before an administrative law judge.

Legal References

1. 34 C.F.R. § 300.530(b)(1)
2. T.C.A. 49-6-3401(c)(3)
3. 34 C.F.R. § 300.530(e)
4. 34 C.F.R. § 300.530 (e)(1)
5. 34 C.F.R. § 300.530 (e) and (f)
6. 34 C.F.R. § 300.530(d)(1)
7. 34 C.F.R. § 300.530(g)
8. 34 C.F.R. § 300.532

Cross References

- Student Code of Conduct 6.300
- Procedural Due Process 6.302
- Zero Tolerance Offenses 6.309
- Suspension 6.316
- Student Disciplinary Hearing Authority 6.317
- Alternative Education 6.319
- Special Education Students 6.500

Level 1				1st Offense	2nd Offense	3rd Offense	4th Offense
				Conference, Detention (am, lunch, pm), Loss of Privilege, 1 - 2 days ISS; Bus Infractions: Conference, 1 - 3 days bus suspension	Conference, Detention (am, lunch, pm), Loss of Privilege, 1 - 5 days ISS; Bus Infractions: Conference, 1 - 5 days bus suspension	Conference AND Loss of Privilege, 1 - 3 days OSS; Bus Infractions: 5 - 10 days bus suspension, possible loss of bus service	Loss of Privilege, 1 - 5 days OSS, AND meeting with Alternative School Admin, Home School Admin, & Parent(s); Bus Infractions: Loss of bus privileges for one semester
Power School # for infractions resulting in Conference, Detention, or Loss of Privilege ONLY (WCDE)	Power School #	Description	INFRACTION	MINOR INFRACTION EXAMPLES These are most often handled through the classroom teacher	MAJOR INFRACTION EXAMPLES These result in an office referral. *could result due to the repeated occurrence at the minor level.	DEFINITION	
		Violation of School Rules - Abusive/ inappropriate language or gesture/profanity	Abusive/ inappropriate language or gesture/profanity	Unsuitable use of words, calling names, and /or use of inappropriate tone in a conversational manner not directed at any one person. Examples: stupid, ugly, shut up, idiot	Swearing/cursing directed at others in a demeaning or provoking nature. Examples are B**ch, "F" you... Also, swearing at or use of inappropriate language at faculty/staff - shut up, d@* @ you, h@** no... ANYTHING sexual, religious, or racist is ALWAYS Major. - Indecent Exposure *Could prompt a Title IX investigation	Any use of words, phrases, language, gestures, and/or materials that are derogatory or inappropriate for the school environment.	
43	5	Violation of School Rules - Disrespect/Defiance/ noncompliance/Insubordination	Disrespect/Defiance/ noncompliance/ insubordination	Examples: Inappropriate or mocking tone of voice, rolling eyes, asking redundant questions such as "What did I do or Why... Refusal or noncompliance after one request (reasonable) by an adult to stop the behavior(s). Food or beverage on the bus.	Refusal or noncompliance after two (reasonable) requests from an adult to immediately stop the behavior. Failure to sit as assigned by bus driver. Failure to utilize safety equipment/rules or stay seat while bus is in motion.	Any behavior, activity, or action deliberately undermining any school personnel's authority; refusal to comply with a reasonable request (could also include failure to do assigned discipline)	
42	2	Violation of School Rules - Disruptive Behavior	Disruptive Behavior	Disruptive behavior that stops after initial warning, inappropriate touching/prank that does not result in injury - regarded as "playing" by all parties involved	Repetitive disruptive behavior after a warning. Actions/pranks that result in unintentional physical harm - regarded as "playing" by all parties involved	Behavior causing an interruption in a class or activity. Disruption includes sustained loud talking, yelling, screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.	
		Violation of School Rules - Dress Code Violation	Dress code violation	If there is a disruption to the school environment due to this violation, then all consequences listed under Rules Violations will be followed.	Each school has the autonomy to create a special dress code policy that meets the safety requirements of the school and community. These guidelines and/or restrictions will be published and communicated with parents/guardians and the local school community prior to student registration for the upcoming school year.		
		Violation of School Rules - Dishonesty	Dishonesty	Lying to get out of trouble - does not endanger or implicate others. Example - white lie or a lie by omission of fact. Cheating - willingly copying another's work or answers or letting someone copy your work or answers. Inadvertent plagiarism.	Lying to get another in trouble or a lie that leads to another student in trouble. Cheating -willingly copying with another's work or answers or letting someone copy your work or answers. Forgery - reproducing another's signature on any document. Falsification of documents. In addition, overt and purposeful plagiarism. Changing one's grade or score on any school or school-related work.	Lying: Making a statement which one knows to be untrue; Cheating: Using dishonest methods to gain academic advantage; Forgery: Falsification of any document	
		Violation of School Rules - Inappropriate school location	Inappropriate school location/ out of bounds/illegal walk out of class	In the bathroom during an unscheduled break. In the locker outside of designated times, during lunch, etc.	Intentionally, being in any inappropriate area not approved by the teacher of record. Illegal walkout of class is never a minor infraction (i.e. without consent)	Deliberate failure to attend or leave class or failure to leave school grounds without signing out; Being in an unauthorized area of the building or ground. Walking out of class without school official's knowledge or permission. Trespassing/loitering/skipping class	
45	7	Violation of School Rules - Unexcused Tardies Attendance- Violation	Unexcused Tardy	A student is not through the classroom door when the bell rings or at the appointed time if bells do not ring; tardies also include early dismissals.	Arriving late to school or leaving early with or without the knowledge of parent/guardian, as a result of reasons such as oversleeping, missing the bus, car problems, traffic, baby-sitting, athletic workouts, or socializing, is considered unexcused. Students who accumulate five (5) unexcused tardies, unexcused early dismissals, or a combination of both will receive a discipline referral of at least a detention. Each school has the autonomy to create an attendance incentive and discipline policy that meets the truancy requirements of the district. These guidelines and/or restrictions will be published and communicated with parents and the local school community for the upcoming school year.		
48	1	Violation of School Rules - Technology/Electronic Device Cell-Phone Violation	Technology violation/Electronic Devices	Being off task while using a computer. Accessing benign web addresses not authorized by a teacher/possession of any electronic device	Intentionally trying to or access material that is inappropriate, offensive, or otherwise blocked. Bypassing filters, downloading without permission. Altering or adding to any existing area of the computer. Recording, distributing, or possession of inappropriate video/images.	Technology use that is not in support of education and research and is not consistent with the educational objectives of the school. Recording or distribution of inappropriate videos or images. See Student Handbook for Acceptable use Policy. Using is defined as being seen or heard by any school personnel.	

Level 2				1st Offense	2nd Offense	3rd Offense	4th Offense
				Conference, Loss of Privilege, 1 - 5 days ISS; Bus Infractions: Conference, 1 - 5 days bus suspension *Tobacco, alcohol, and THC violation will result in mandatory cessation class.	Conference, Loss of Privilege, 1 - 3 days OSS; Bus Infractions: Conference, 3 - 5 days bus suspension	Conference, 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 *Tobacco violation will result in citation to Washington County Juvenile Court.	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) *Tobacco violation will result in citation to Washington County Juvenile Court.
Power School # for infractions resulting in Conference, Detention, or Loss of Privilege ONLY (WCDE)	Power School #	Description	INFRACTION	MINOR INFRACTION EXAMPLES These are most often handled through the classroom teacher	MAJOR INFRACTION EXAMPLES These result in an office referral. *could result due to the repeated occurrence at the minor level.	DEFINITION	
	13	Fighting	Fighting/ physical aggression	Inappropriate touching/aggression that does not result in injury.	Physical contact with the intent or having the outcome to cause injury. Examples: punching, hitting, pushing down, tackling, and/or biting. In addition, instigating or promoting a fight.	An exchange of blows or assault of physical blows such as hitting, slapping, pushing, shoving, etc. This includes students who instigate fights.	
	15	Theft of Property	Theft	Never a minor infraction.	Theft, possession, and/or sale of stolen property	Theft: Stealing school or personal property from faculty, school employees, or other students:	
40	3	Violation of School Rules - Harassment or Threat to Staff	Harassment or Bullying	Actions such as: flipping the bird, inadvertent comments that make another uncomfortable. The occurrence would only be minor if not a pattern of behavior.	Repeated (more than one time) verbal abuse, touching, gestures, giving of pictures &/or notes, following, directly and willfully spreading rumors that could be socially or emotionally detrimental. Electronic threat to cause bodily injury or death to another student or school employee Includes, but not limited to racial, religious, ethnic or sexual remarks.	Inappropriate comments and/or unwanted verbal, physical, or emotional advances. See also Title IX section of Student Handbook regarding Sexual Harassment	
	33	Harassment or Bullying - Disability					
	34	Harassment/Bullying - Race, Color, National Origin					
	35	Harassment or Bullying - Religion					
	36	Harassment or Bullying - Sex					
	37	Harassment or Bullying - Sex Orientation					
	38	Harassment or Bullying - Physical Appearance					
49 (Cyber)	39	Harassment or Bullying - Other (i.e. Cyber)					
51	51	WDCE No Action - Reported Bullying	WDCE No Action - Reported Bullying: Incidents of reported bullying must be entered in SIS for district reporting and data purposes. *Use this template to document reported bullying.				

47	12	Violation of School Rules - Possession, use, or distribution of THC Vape	Possession, use, or distribution of alcohol or THC Vape	Never a minor infraction	Being under the influence of, possessing or using alcohol or THC Vape	Possession and/or use of or being under the influence of alcohol or THC at school or at any school-sponsored activity.
	14	Possession, use, or distribution of alcohol				
46	8	Violation of School Rules - Use/possession of tobacco/Vape or E-Cig	Use/possession of tobacco/Vape or E-Cig, etc.	Never a minor infraction	Smoking, possession or use of cigarettes, smokeless tobacco, vape, E-Cig, or paraphernalia (matches, lighters, spit bottles, etc.)	Possession and/or use of tobacco, tobacco paraphernalia, vape, or E-Cig at school or any school-sponsored activity.

Level 3			1st Offense	2nd Offense	3rd Offense
			Conference, 1 - 5 days OSS; Bus Infractions: 1 - 5 days bus suspension	5 - 10 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	5 - 10 days OSS, remand to Alternative School 9 weeks - 1 semester Bus Infractions: Loss of bus privileges for the remainder of the school year (or minimum of 1 semester)
Power School #	Description	INFRACTION	MINOR INFRACTION EXAMPLES These are most often handled through the classroom teacher	MAJOR INFRACTION EXAMPLES These result in an office referral. *could result due to the repeated occurrence at the minor level.	DEFINITION
22	Vandalism/Damage of Property	Property damage/vandalism	Damage that can be repaired to pre - pre-infraction state with little or no effort and/ or funds.	Any damage that cannot be reversed or repaired with a reasonable amount of effort and/ or funds. Arson - Setting fires to/on school property. Student plans and/or participates in malicious burning of property	Any intentional action that damages school property. Willful destruction or defacement of school or personal property. Arson - The act of deliberately or maliciously setting fire to a structure or area.
13	Fighting	Fighting/ physical aggression - Premeditated	Inappropriate touching/aggression that does not result in injury.	Physical contact with the intent or having the outcome to cause injury. Examples: punching, hitting, pushing down, tackling, and/or biting. In addition, instigating or promoting a fight.	An exchange of blows or assault of physical blows such as hitting, slapping, pushing, shoving, etc. This includes students who instigate fights.
27 30 - aggravated	Assault of student	Assault of Student/Aggravated assault of student	Never a minor infraction.	Punching; beating; kicking; spitting; any other unwanted physical contact, and throwing an object at one person that causes a nearby person to be placed in apprehension.	Intentional, knowingly or recklessly causing bodily injury to another student, or causing physical contact with another that was extremely offensive or provocative.
20 - Non-lethal firearm 21 - Possession of weapon other than firearm	20 - Non-lethal firearm 21 - Possession of weapon other than firearm	Use/ possession of weapons	Never a minor infraction	Razor blades, pocket knives, guns (real or look-alikes), or other objects readily capable of causing bodily harm - Intent of harm must be considered when determining consequence.	Non-lethal firearm: The weapon involved was another object (i.e. stun gun, BB, air, pellet, cap, or toy gun) Other than firearm: The incident involved a weapon other than those described as "non-lethal firearm: (i.e. chain, nunchukas, brass knuckles, etc.) *Dangerous weapons or anything that in the manner of its use or intended use is capable of causing death or serious injury will result in a Zero-Tolerance Offense.

ZERO TOLERANCE	Expulsion for at least 1 calendar year, unless modified by the Director of Schools. Conference, referral to Student Disciplinary Hearing Authority.
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Power School #	Description	INFRACTION	MINOR INFRACTION EXAMPLES These are most often handled through the classroom teacher	MAJOR INFRACTION EXAMPLES These result in an office referral. *could result due to the repeated occurrence at the minor level.	DEFINITION
17 - Possession of Handgun 18 - Possession of Rifle or Shotgun 21 - Possession of weapon other than firearm	17 - Possession of Handgun 18 - Possession of Rifle or Shotgun 21 - Possession of weapon other than firearm	Use/ possession of weapons, dangerous instruments, or firearms	Never a minor infraction	Unauthorized possession of firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury	Zero-Tolerance Offense: The weapon involved was a handgun, pistol, shotgun, or rifle. *Dangerous weapons or anything that in the manner of its use or intended use is capable of causing death or serious injury will result in a Zero-Tolerance Offense.
19	Possession of explosive, incendiary device	Possession of explosive, incendiary device	Never a minor infraction	Possession of destructive devices include explosive, incendiary or poison gas bombs, grenades, rockets, missiles, mines, and similar devices. Molotov cocktails, or glass bottles filled with gasoline that ignite their fuse when broken.	Other type of firearm. Any destructive device, which includes: Any explosive, incendiary (e.g. bomb, grenade, rocket/missile, mine), or poison gas.
23	Bomb threat	Bomb threat	Never a minor infraction	Student delivers a message of possible explosive materials being on campus, near campus, and or pending explosion or damage to students and staff.	Intentionally making a false report of potential harm from a bomb, dynamite, explosive, or arson-causing device.
25	Threat of mass violence	Threat of mass violence	Never a minor infraction	1 - Any act which a reasonable person would conclude could lead to serious bodily injury or death of 2 or more persons (direct and indirect verbal, written, or electronic communication)	
16	Possession, use, or distribution of illegal drugs	Possession, use, or distribution of illegal drugs	Never a minor infraction.	Being under the influence of, possessing or using drugs. (e.g. any controlled substance, controlled substance analogue, or legend drug) See Washington County handbook for the definition of the word "drug"	Possession and/or use of or being under the influence of illegal drugs; possession of drug paraphernalia at school or any school-sponsored activity.
26 29 - aggravated	Assault of teacher or staff	Assault of teacher or staff/Aggravated assault of teacher or staff	Never a minor infraction.	Assault that results in bodily injury upon any teacher, principal, administrator, other school employee, or SRO	Intentional, knowingly or recklessly causing bodily injury to a teacher or staff member, or causing physical contact with another that was extremely offensive or provocative.

Other - CONTACT CHIEF STUDENT SUPPORTS OFFICER IMMEDIATELY

Power School #	Description	INFRACTION	MINOR INFRACTION EXAMPLES These are most often handled through the classroom teacher	MAJOR INFRACTION EXAMPLES These result in an office referral. *could result due to the repeated occurrence at the minor level.	DEFINITION
28	Sexual Assault	Sexual Assault	Never a minor infraction.	Threatening to harm someone else or yourself if you do not agree to acts sexual in nature. Sexual - kissing or forcing you to kiss another person, Someone touching your genitals, thighs, breasts, or elsewhere on your body (clothes on or off).	Sexual assault is an act in which one intentionally sexually touches another person without that person's consent, or coerces or physically forces a person to engage in a sexual act against their will. It is a form of sexual violence that includes child sexual abuse, groping, rape, drug facilitated sexual assault, and the torture of the person in a sexual manner.
31	Attempted Homicide	Attempted Homicide	Never a minor infraction.	May involve hurting someone with a firearm, knife, or other deadly weapon; intentionally putting someone in a fatal situation; using a weapon on a vital part of the body (like the head or torso).	The crime of attempted homicide occurs when a person acts deliberately, intentionally, or recklessly with extreme disregard for human life.
32	Homicide	Homicide	Never a minor infraction.	The killing of one person by another.	The killing of one person by another.

ANNUAL AGENDA

SEPTEMBER

Reorganization of the Board (To include two students from each high school per state rules)
Report on opening of school
School Visits
Administrative Reports
School Calendar

Events: TSBA Fall District Meeting

OCTOBER

Appointment of committees (including Disciplinary Hearing Authority)
Designation of staff members as management personnel for Collaborative Conferencing
Textbook Selection Committees
Review of Board's Strategic Plan

Events: New Board Chairman workshop
New Board Member orientation
Board Retreat

NOVEMBER

Review of school activity funds
Begin Director's Review

Events: TSBA Convention
American Education Week

DECEMBER

Compliance Report
Complete Director's Review

Events: Christmas Dinner

JANUARY

Recognition of new tenured teachers
Review of Policies – Section I
Self –evaluation by Board
Budget Calendar

Events: School Board Week
Mid-year Board Retreat

FEBRUARY

Bus Bids
Review of Policies – Section 2
Principal Conferences with Director of Schools for budget requests
Budget requests presented to Director of Schools from principals/department heads
Quarterly meeting – Director’s evaluation

Events: TSBA Day on the Hill

MARCH

Review of policies – Section 3

APRIL

Textbook Selection
Summer School Program
Review of policies – Section 4
Budget review and adoption

Events: Top Ten Banquet
CTE Banquet

MAY

Federal Projects approval
Deadline for School Board Academy optional credit proposals
Approval of fee waivers
Approval of prices for meals

Review of policies – Section 5

Events: Teacher Appreciation Week
Teacher of the Year Banquet
Graduation

JUNE

Review of policies – Section 6
Review allowances and reimbursement guidelines
Differentiated Pay Plan
AL Policy

Events: SRO Luncheon

JULY

Lost and Damaged Textbook Report
Transportation Report (Inspection Report)
Review Annual Agenda
Personnel list/salaries
Gifts and bequests

Events: New teacher Recognition Luncheon
TSBA Law Institute

AUGUST

Vehicle Authorization Report

Events: Recognition of retiring employees

Washington County Department of Education
School Educational OVERNIGHT Trip Authorization*

Date of Request 6/10/2024 School David Crockett Trip Date July 16-18

Estimated time of departure 8:00am 7/16 and return 7:00pm 7/18 total time away 3 days

Destination (include location) Emory and Henry University

Teacher Coach Hippenstiel Class 2024 Lady Pioneers Volleyball Grade 9-12

Coach Pleasant Team _____

Chaperones Ashton Hippenstiel Number of Students Involved 25

Amy Pleasant Estimated Total Miles (both ways) of Trip 104

Jerry Day Tucker Knouse

Bus Driver/Number Jerry Day 120 Bus Driver/ Number 120

Will Chaperones have a list (roll) that they are responsible for? Yes

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? Yes

Will you have on file parental release forms signed by parents or legal guardians? Yes

Explain the educational value of the trip: Learning to work as a team and a unit on the volleyball court while also representing our school in a competitive atmosphere.

Total Cost Estimate \$1,000

Plans for meeting the costs _____

Transportation cost for educational trips shall be calculated in the following manner:

\$16.00 per hour for driver (2 hour minimum)

\$ 3.15 per hour to cover fixed charges (SS, retirement. etc.)

\$19.15 total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of **\$.75** per mile.

*Refer to Board Policy 4.302

[Signature]
Principal's Signature

6/19/24
Date

[Signature]
Superintendent's Signature

6-19-2024
Date

Date Approved by the Board of Education _____