Williamson County Board Policy Committee

August 4, 2025 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

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

1. **Agenda**
2. **Board Policies First and Final Reading**
    a. 2.403 Property Sales
    b. 3.202 Emergency Preparedness Plan
    c. 4.600 Report Cards and Grading Systems
    d. 5.100 Personnel Goals - Deletion
    e. 5.119 Employment of Retirees
    f. 5.305 Family and Medical Leave
    g. 5.500 Discrimination and Harassment of Employment
    h. 5.701 Substitute Teachers
    i. 6.304 Student Discrimination
    j. 6.600 Student Records
3. **Board Policy for First Reading**
    a. 5.310 Vacations and Holidays
4. **Board Policy for Discussion**
    a. 3.206 Community Use of Facilities

POLICY REVIEW OR CREATION REQUEST

This form will be completed for all new policies and all recommendations for revisions to or deletions of policies of the Williamson County Board of Education. Attach any information which would be helpful to understand the proposed changes or actions.

Recommended by: ☐ Staff ☐ General Counsel ☐ Board Member _____

Recommendation: ☐ add, ☐ revise, or ☐ delete the following Policy number(s) and title(s):

2.403 Property Sales

Brief justification of why additions or changes needed or required:

In the past, federal regulations required that certain actions be taken when property valued at $5,000 or below was disposed of. This limit has been increased to $10,000. 2 CFR § 200.313(e)

Staff analysis of the proposed addition or changes in terms of the following:
Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

Recommend approval.

Dana M. Ausbrooks
Name of Individual Submitting Policy for Review

July 1, 2025
Date

Williamson County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Property Sales**	**2.403**	**08/19/24**
		Rescinds: **2.403**	Issued: **09/16/19**

SURPLUS PROPERTY SALES

The Board shall make such provisions deemed necessary to dispose of any property owned by it but no longer needed for public school purposes. Once school property is no longer needed for public school purposes formal steps shall be undertaken to dispose of this property in accordance with the manner prescribed by state law and appropriate property transaction procedures.[1]

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

If reasonable attempts to dispose of surplus properties fail to produce monetary return to the system, the Board shall approve other methods of disposal.[4]

EQUIPMENT SALES

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

DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS[6]

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

1. Items of equipment with a current per-unit fair market value of ~~five thousand dollars ($5,000)~~ ***ten thousand dollars ($10,000)*** or less may be retained, sold, or otherwise disposed of with no

further obligation to the awarding agency; or

Items of equipment with a current per unit fair market value in excess of ~~five thousand dollars ($5,000)~~ ***ten thousand dollars ($10,000)*** may be retained or sold, and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

REAL PROPERTY SALE

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

1. Prior to the sale, the Board shall conduct the appraisal of the property by two appraisers who shall make separate reports.

2. A notice of sale shall be published. The notice shall set out the terms and conditions of sale. The Board may permit the bidders to specify conditions. The notice shall state that bids will be received on a specified date.

3. All bids shall be available for examination by the public. Any bidder may raise his bid after the Board has given notice by mail to other bidders. The Board may also conduct an auction provided any previous bidder has been given written notice of the auction.

4. The Board may sell the property to the highest and best bidder or may reject all bids.

5. The Board may employ a broker or auctioneer who may be paid from the proceeds of the sale without appropriation. The broker or auctioneer may not be one of the appraisers.

Trade-in Property

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

Exchange of Property

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

SCHOOL PROPERTIES DISPOSAL PROCEDURE

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

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Legal References

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

Cross References

Duties of Officers 1.201
Inventories 2.702
Textbooks and Instructional Materials 4.401

POLICY REVIEW OR CREATION REQUEST

This form will be completed for all new policies and all recommendations for revisions to or deletions of policies of the Williamson County Board of Education. Attach any information which would be helpful to understand the proposed changes or actions.

Recommended by: ☐ Staff ☐ General Counsel ☐ Board Member _____

Recommendation: ☐ add, ☐ revise, or ☐ delete the following Policy number(s) and title(s):

3.202 Emergency Preparedness Plans

Brief justification of why additions or changes needed or required:

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

Staff analysis of the proposed addition or changes in terms of the following:
Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

Recommend approval.

Dana M. Ausbrooks
Name of Individual Submitting Policy for Review

July 1, 2025
Date

Williamson County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in October	**Emergency Preparedness Plan**	**3.202**	**08/19/24**
		Rescinds: **3.202**	Issued: **08/21/23**

General

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

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

FIRE AND SAFETY DRILLS

The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30) school days, with ***no more than*** two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted throughout the year.[2]

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

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

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

ANNUAL DRILLS[5]

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

1. An armed intruder drill in coordination with local law enforcement;

2. An incident command drill; and

3. An emergency safety bus drill.

AED DRILLS[6]

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

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

MEDICAL EMERGENCIES/PANDEMIC FLU[7]

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

REMOTE LEARNING DRILLS[8]

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

Legal References

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

Cross References

Safety 3.201
Community Use of School Facilities 3.206

POLICY REVIEW OR CREATION REQUEST

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Recommended by: ☐ Staff ☐ General Counsel ☐ Board Member _____

Recommendation: ☐ add, ☐ revise, or ☐ delete the following Policy number(s) and title(s):

4.600 Report Cards and Grading Systems

Brief justification of why additions or changes needed or required:

Public Chapter 330 requires that report cards for students in grades K-8 now include the student's score on the most recently administered universal reading screener and the results of a dyslexia screener, if applicable.

Staff analysis of the proposed addition or changes in terms of the following:
Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

Recommend approval.

Dana M. Ausbrooks
Name of Individual Submitting Policy for Review

July 1, 2025
Date

Williamson County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Report Cards and Grading Systems**	**4.600**	**08/19/24**
		Rescinds: **4.600**	Issued: **02/20/23**

REPORT CARDS

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

The report cards shall indicate the information necessary to communicate effectively with the parents concerning their child's academic progress, conduct, and attendance. ***For students in grades kindergarten through eight (K-8), the student's score on the most recently administered universal reading screener shall also be provided on or with the report card along with the results of a dyslexia screener, if applicable.***[1]

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

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

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

K-1 STANDARDS-BASED GRADING SCALE

The student consistently demonstrates understanding and application of the standard.

The student is making progress toward the standard.

The student is not making progress toward the standard

GRADES 2- 12 NUMERICAL GRADING SCALE:[2]

Grade	Grade Range
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

I Incomplete (must be removed during the next grading period)
P/F Credit by Examination

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

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

WEIGHTED GRADES

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

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

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

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

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

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

GPA CALCULATION FOR HIGH SCHOOL COURSES

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

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

LOTTERY SCHOLARSHIPS[3]

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

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

LOTTERY SCHOLARSHIP DAY

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

COLLEGE ADMISSIONS

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

HONORS RECOGNITION

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

Williamson County Schools will not rank students numerically.

<u>For the purposes of honors recognition WCS will use the following Latin System</u>:

Summa Cum Laude 4.25 and above
Magna Cum Laude 4.00-4.24
Cum Laude 3.75-3.99
Valedictorian and Salutatorian will be chosen using the following criteria:

Student must qualify for the highest Latin System honor awarded in the respective school.
Student must sit for the AP /IB exam for every course in which enrolled and must achieve a score of 3 or above on 75% of the AP / IB exams taken. Student will participate in at least 20 hours of community service during their four years of high school.

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

Legal References

1. ***Public Acts of 2025, Chapter No. 330***
2. TRR/MS 0520-01-03-.02; State Board of Education Policy 3.301; TCA 49-6-407
3. TCA 49-4-904, 905, 907
4. TCA 49-4-932(f)

Cross References

Credit Recovery 4.210
Promotion and Retention 4.603

POLICY REVIEW OR CREATION REQUEST

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Recommended by: ☐ Staff ☐ General Counsel ☐ Board Member _____

Recommendation: ☐ add, ☐ revise, or ☐ delete the following Policy number(s) and title(s):

5.100 Personnel Goals

Brief justification of why additions or changes needed or required:

The changes align with the requirements of Public Chapter 494 which removes the requirement for educator diversity goals.

Staff analysis of the proposed addition or changes in terms of the following:
Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

Recommend approval.

Dana M. Ausbrooks
Name of Individual Submitting Policy for Review

July 1, 2025
Date

Williamson County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Personnel Goals**	**5.100**	**06/21/21**
		Rescinds: **5.100**	Issued: **06/21/21**

The Board's personnel goals are as follows:

1. To ensure that the Superintendent of Schools recruits and employs the best qualified individuals to staff the school district;

2. To provide compensation, benefits, and working environments sufficient to attract and retain qualified employees;

~~3. To set goals for educator diversity that take into consideration the diversity of the student population;~~

4. To provide an in-service training program for all employees to improve their performance; and

5. To conduct an evaluation program that will contribute to the continuous improvement of staff performance.

Legal References

1. TCA 49-1-302(g); Public Acts of 2025, Chapter No. 494

POLICY REVIEW OR CREATION REQUEST

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Recommended by: ☐ Staff ☐ General Counsel ☐ Board Member _____

Recommendation: ☐ add, ☐ revise, or ☐ delete the following Policy number(s) and title(s):

5.119 Employment of Retirees

Brief justification of why additions or changes needed or required:

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

Staff analysis of the proposed addition or changes in terms of the following:
Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

Recommend approval.

Dana M. Ausbrooks
Name of Individual Submitting Policy for Review

July 1, 2025
Date

Williamson County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Employment of Retirees**	**5.119**	**08/21/23**
		Rescinds: **5.119**	Issued: **09/19/22**

General[1]

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

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

EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS[2]

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

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

1. ***During a twelve-month period, the retiree must not work more than one hundred twenty (120) days; and***

2. ***The retired member's compensation must not exceed 60% of the annual full-time salary received in the year immediately prior to the member's last paid day of covered employment. This amount shall be adjusted by five percent (5%) for each year after that date.***

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

HARD TO FILL POSITIONS[3]

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

1. ***During the reemployment, the retirement benefit payable to the retiree must be reduced to seventy percent (70%) of the retirement allowance the member would have otherwise been entitled to receive; and***

2. ***The retired member's reemployment must not exceed one (1) year, but the retired member may be reemployed for additional one-year periods per state law.***

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

1. ***It is difficult to recruit and retain qualified employees for the position;***

2. ***The position requires specialized certification, credentials, or education;***

3. ***The demand for the position exceeds the supply;***

4. ***The position is in high demand in the marketplace;***

5. ***The position is filled by key personnel;***

6. ***The position requires specific skills and experience; or***

7. ***The position has other unique recruitment or retention issues identified and documented by the Superintendent of Schools.***

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

~~**EMPLOYMENT OPTION FOR RETIREES**[4]~~

~~Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the following conditions:~~

1. ~~The retired member has been retired for at least sixty (60) calendar days;~~

2. ~~The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the retirement allowance;~~

3. ~~The retired member is not drawing disability retirement benefits; and~~

4. ~~The retired member can't accrue additional retirement benefits.~~

~~The Superintendent of Schools shall notify TCRS of the member's reemployment.~~

~~Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law. The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five percent (5%) of the retired member's pay rate.~~

~~GENERAL EMPLOYMENT CONTRACTS~~

~~The Superintendent of Schools may employ retired teachers. Retirement benefits will not be lost or suspended under certain conditions which include, but are not limited to, the following:~~[4]

1. ~~The retired teacher shall hold a valid license and shall not be entitled to tenure status;~~

2. ~~The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or receive medical insurance coverage; and~~

3. ~~The salary paid to the retired teacher shall not be less than the rate of compensation set by the Board for teachers with no experience filling similar positions or more than eighty-five percent (85%) of the rate of compensation set by the Board for teachers with comparable training and years of experience filling similar positions.~~

Legal References

1. TCA 8-36-805; TCA 8-36-809; ***Public Acts of 2025, Chapter No. 159***
2. TCA 8-36-805; ***Public Acts of 2025, Chapter No. 159***
3. TCA 8-36-809; ***Public Acts of 2025, Chapter No. 159***
4. ~~TCA 8-36-821~~

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

POLICY REVIEW OR CREATION REQUEST

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Recommended by: ☐ Staff ☐ General Counsel ☐ Board Member _____

Recommendation: ☐ add, ☐ revise, or ☐ delete the following Policy number(s) and title(s):

5.305 Family and Medical Leave

Brief justification of why additions or changes needed or required:

Public Chapter 235 made changes to the paid parental leave statute. Now employees must take that leave in increments of no less than one week.

Staff analysis of the proposed addition or changes in terms of the following:
Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

Recommend approval.

Dana M. Ausbrooks
Name of Individual Submitting Policy for Review

July 1, 2025
Date

Williamson County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Family and Medical Leave**	**5.305**	**02/20/24**
		Rescinds: **5.305**	Issued: **08/21/23**

ELIGIBILITY

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

GENERAL PRINCIPLES

An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a calendar year for the following reasons:

1. The birth of a child;

2. The placement of a child with the employee for adoption or foster care;

3. A serious health condition of the employee that makes the employee unable to perform the essential functions of his/her job position;

4. The care of a spouse, child, or parent of the employee who has a serious health condition; and

5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces.

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

MATERNITY/PATERNITY LEAVE

1. *Relationship between FMLA leave and Tennessee Maternity Leave Act*- FMLA leave shall run concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth, and nursing of a newborn child.[3]

2. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity or paternity leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for

maternity leave purposes. In order to be eligible to use sick leave, written request by the teacher accompanied by a statement from the teacher's physician verifying the medically necessary time period shall be submitted. Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a child.

3. Spouses who are both eligible employees of the school district are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for the birth and care of a newborn child, for the placement of a child with the employee for adoption or foster care, or to care for a parent who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.[5]

4. Paid Parental Leave – Under state law, an additional six (6) work weeks of paid leave is available to eligible licensed employees after a birth, stillbirth, or adoption of a newly placed minor child. An eligible employee taking leave under this provision shall not be required to utilize any other type of accrued leave during this period. Eligible licensed employees include teachers, principals, supervisors, or other individuals required by law to hold a valid license of qualification for employment who have been employed with ~~a school district~~ ***Williamson County Schools*** full time for at least twelve (12) consecutive months.

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

   Employees shall provide notice to the school district thirty (30) days prior to the intended use of the leave. If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall give notice as soon as reasonably possible in order to be eligible for the paid leave. This paid leave does not need to be taken consecutively; however, the paid leave ***shall be used in a minimum of one (1) week increments, and it*** shall be used within twelve (12) months of the qualifying event. The leave shall run concurrently with FMLA leave.[6]

LEAVE FOR A SERIOUS HEALTH CONDITION[7]

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

LEAVE FOR MILITARY FAMILY MEMBERS

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

    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 and who is currently receiving medical treatment, recuperation, or therapy.

    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 LEAVE[10]

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member or because of the employee's own serious health condition. When a licensed employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than twenty percent (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

    a. *Employee Notice*[11]- For foreseeable leave, the employee shall provide the Superintendent of Schools/designee with at least thirty (30) days written notice before the beginning of the anticipated leave.

    b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the Superintendent of Schools/designee shall notify the employee within five (5) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.[12] The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.[13]

2. Certification Requirement[14]

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

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

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

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

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

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

REQUIREMENTS OF THE BOARD[16]

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay, or other terms of employment.

2. The employee shall be kept under any group health plan for the duration of the leave.

3. The Board may recover the premium paid under the following conditions:

    a. The employee fails to return from leave after the period of leave has expired; and

    b. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

Legal References

1. *Hinson v. Tecumseh Products Co*., 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. Federal Family and Medical Leave Act of 1993, 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)
5. 29 CFR § 825.120(a)(3)
6. ***Public Acts of 2025, Chapter No. 235***
7. 29 CFR § 825.113
8. 29 CFR § 825.126
9. 29 CFR § 825.124; 29 CFR § 825.127
10. 29 CFR § 825.202
11. 29 CFR § 825.302-825.304
12. 29 CFR § 825.207
13. Tenn. Att'y Gen. Op. 94-006 (Jan 13, 1994); *Plant v, Morton International, Inc.,* 212 F. 3d 929, 932 (6th Cir. 2000)
14. 29 CFR § 825.305-825.313
15. 29 CFR § 825.602
16. 29 USCA § 2614

Cross References

Sick Leave - Teacher 5.302
Sick Leave – Classified 5.3022

POLICY REVIEW OR CREATION REQUEST

This form will be completed for all new policies and all recommendations for revisions to or deletions of policies of the Williamson County Board of Education. Attach any information which would be helpful to understand the proposed changes or actions.

Recommended by: ☐ Staff ☐ General Counsel ☐ Board Member _____

Recommendation: ☐ add, ☐ revise, or ☐ delete the following Policy number(s) and title(s):

5.500 Discrimination/Harassment of Employees

Brief justification of why additions or changes needed or required:

Public Chapter 293 requires Boards to include the definition of antisemitism in anti-discrimination policies.

Staff analysis of the proposed addition or changes in terms of the following:
Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

Recommend approval.

Dana M. Ausbrooks
Name of Individual Submitting Policy for Review

July 1, 2025
Date

Williamson County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	**Discrimination / Harassment of Employees**	**5.500**	**11/17/20**
		Rescinds: **5.500**	Issued: **06/06/14**

~~Employees shall be provided a work environment free from sexual, racial, ethnic, and religious discrimination/harassment.~~

Employee discrimination/harassment will not be tolerated.[1] ***It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee on the basis of race, color, religion, sex, national origin, or disability. Discrimination shall include, but is not limited to, antisemitism, defined as a certain perception of Jews, which may be expressed as hatred toward Jews including, but not limited to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.***[2] Discrimination/harassment is defined as conduct, advances, gestures, or words, either written or spoken, of a sexual, racial, ethnic, or religious nature that:

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

Alleged victims of sexual, racial, ethnic, and religious discrimination/harassment shall report these incidents immediately.[3] This report shall be made to the immediate supervisor, except when the immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report may be made to the Assistant Superintendent of Human Resources. Allegations of discrimination/harassment shall be fully investigated. An oral complaint may be submitted; however, such complaints shall be reduced to writing to ensure a more complete investigation. The complaint shall include the following information:

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

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

A substantiated charge against an employee shall result in disciplinary action, up to and including,

termination. A substantiated charge against a student may result in corrective or disciplinary action, up to and including, suspension.

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

An employee disciplined for violation of this policy may appeal the decision by contacting the Superintendent of Schools.

Legal References

1. 29 CFR §1604.11; TCA 5-23-104
2. ***Public Acts of 2025, Chapter No. 293***
3. 20 USCA § 1681

Cross References

Equal Opportunity Employment 5.104
Complaints and Grievances 5.501
Title IX & Sexual Harassment 6.3041

POLICY REVIEW OR CREATION REQUEST

This form will be completed for all new policies and all recommendations for revisions to or deletions of policies of the Williamson County Board of Education. Attach any information which would be helpful to understand the proposed changes or actions.

Recommended by: ☐ Staff ☐ General Counsel ☐ Board Member _____

Recommendation: ☐ add, ☐ revise, or ☐ delete the following Policy number(s) and title(s):

5.701 Substitute Teachers

Brief justification of why additions or changes needed or required:

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

Staff analysis of the proposed addition or changes in terms of the following:
Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

Recommend approval.

Dana M. Ausbrooks
Name of Individual Submitting Policy for Review

July 1, 2025
Date

Williamson County Board of Education

Monitoring: **Review: Annually, in February**	Descriptor Term: **Substitute Teachers**	Descriptor Code: **5.701**	Issued Date: **08/19/24**
		Rescinds: **5.701**	Issued: **09/19/22**

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

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

APPLICATION/QUALIFICATIONS

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

Applicants with revoked or suspended licenses or certificates according to the State Board of Education shall not be hired.[4]

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

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

COMPENSATION

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

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

CERTIFICATION

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

EMERGENCY NEEDS

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

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

TRAINING AND ORIENTATION

The Superintendent of Schools shall be responsible for ensuring that there are appropriate training and development programs for substitute teachers that include the annual school safety training required by state law.[7]

RESPONSIBILITIES

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

RE-EMPLOYMENT/TERMINATION

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

All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying 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); ***Public Acts of 2025, Chapter No. 235***
7. TCA 49-2-203(a)(14)(A); TCA 49-6-805(7)

Cross References

Criminal Background Checks 5.118
Employment of Retirees 5.119

POLICY REVIEW OR CREATION REQUEST

This form will be completed for all new policies and all recommendations for revisions to or deletions of policies of the Williamson County Board of Education. Attach any information which would be helpful to understand the proposed changes or actions.

Recommended by: ☐ Staff ☐ General Counsel ☐ Board Member _____

Recommendation: ☐ add, ☐ revise, or ☐ delete the following Policy number(s) and title(s):

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

Brief justification of why additions or changes needed or required:

Public Chapter 293 requires Boards to include the definition of antisemitism in anti-discrimination policies.

Staff analysis of the proposed addition or changes in terms of the following:
Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

Recommend approval.

Dana M. Ausbrooks
Name of Individual Submitting Policy for Review

July 1, 2025
Date

Williamson County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation**	**6.304**	**11/17/20**
		Rescinds: **6.304**	Issued: **11/18/19**

In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve high academic standards, acts of bullying, cyber-bullying, discrimination, harassment, intimidation, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited. ***It shall be a violation of this policy for any student to discriminate against or harass an employee or other student on the basis of race, color, religion, sex, national origin, or disability. Discrimination shall include, but is not limited to, antisemitism, defined as a certain perception of Jews, which may be expressed as hatred toward Jews including, but not limited to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities*** [1]

This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).[2] This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off of school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

The principal/designee is responsible for educating and training respective staff and students as to the definition and recognition of discrimination/harassment.[3]

The Superintendent of Schools shall develop forms and procedures to ensure compliance with the requirements of this policy and state law.

DEFINITIONS[4]

"Bullying/Intimidation/Harassment" is an act that substantially interferes with a student's educational benefits, opportunities, or performance, and that has the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
3. Causing emotional distress to a student; or
4. Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and creates

a hostile environment. Such conduct may include, but is not limited to, physical acts, gestures, graphics, or words, written or spoken.

"Cyber-bullying" is a form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake profiles.

"Hazing" is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.[6]

Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.[5]

COMPLAINTS AND INVESTIGATIONS

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall promptly report such information to the principal/designee.[6] For purposes of receiving a report under this policy, the principal/designee shall make his/her contact information (name, address, phone number, and email) available to students and parent(s)/guardian(s) at the beginning of each school year. Nothing in this policy shall prohibit a student from pursuing a concurrent criminal complaint for harassing conduct that could also constitute a criminal offense.

While reports may be made anonymously, an individual's need for confidentiality shall be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint. The identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the principal/designee shall provide the Superintendent of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.[7] The principal/designee shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.[8]

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

1. It places the student in reasonable fear or harm for the student's person or property;
2. It has a substantially detrimental effect on the student's physical or mental health;

3. It has the effect of substantially interfering with the student's academic performance; or
4. It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.[7] If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Superintendent of Schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.[8] Within the parameters of the federal Family Educational Rights and Privacy Act,[9] a written report on the investigation will be delivered to all involved parties and the Superintendent of Schools.

RESPONSE AND PREVENTION[10]

The principal/designee shall consider the nature and circumstances of the incident, the age of the individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate, to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. The employee may appeal this decision by contacting the Superintendent of Schools.

A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. The student may appeal this decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school or high school shall report the findings and any disciplinary actions taken to the Superintendent of Schools and the Chair of the Board.[11]

By July 1st of each year, the Superintendent of Schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be submitted to the State Department of Education by August 1st.[12]

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged under this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the principal/designee after consideration of the nature, severity, and circumstances of the act.[13]

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including expulsion.[14]

Legal References

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686; ***Public Chapter Acs of 2025, Chapter No. 293***
2. TCA 49-6-4503(b)(11)
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503(b)(2), (13)
5. TCA 49-2-120
6. TCA 49-6-4503(b)(5)
7. TCA 49-6-4503(b)(6)
8. TCA 49-6-4503(b)(14)
9. 20 USCA § 1232g
10. TCA 49-6-4503(b)(4), (7)-(8)
11. TCA 49-6-4503(d)(3)
12. TCA 49-6-4503(c)(2)(B)
13. TCA 49-6-4503(b)(9)
14. TCA 49-6-4503(b)(10)
15. ***Public Acts of 2025, Chapter No. 293***

Cross References

Appeals to and Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802
Title IX & Sexual Harassment 6.3041
Student Complaints and Grievances 6.305
Reporting Child Abuse 6.409

POLICY REVIEW OR CREATION REQUEST

This form will be completed for all new policies and all recommendations for revisions to or deletions of policies of the Williamson County Board of Education. Attach any information which would be helpful to understand the proposed changes or actions.

Recommended by: ☐ Staff ☐ General Counsel ☐ Board Member _____

Recommendation: ☐ add, ☐ revise, or ☐ delete the following Policy number(s) and title(s):

6.600 Student Records

Brief justification of why additions or changes needed or required:

If a student transfers from one school to another, Public Chapter 156 requires the district to provide a copy of a student's records to the new school within five business days.

Staff analysis of the proposed addition or changes in terms of the following:
Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

Recommend approval.

Dana M. Ausbrooks
Name of Individual Submitting Policy for Review

July 1, 2025
Date

Williamson County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Student Records**	**6.600**	**11/18/19**
		Rescinds: **6.600**	Issued: **10/26/15**

A confidential cumulative record shall be kept for each child enrolled in school.[1] This individual folder shall contain a health record, attendance record, and scholarship record about the child. Social security numbers of students shall not be requested. The folder shall be kept current and should move with the child through his school career. All drop folders shall be filed at the school of the student's last enrollment.

Williamson County Schools shall not collect the following individual student information, and the following information shall never be part of a student's record:

1. Political Affiliation
2. Religion
3. Voting History
4. Firearms Ownership

Williamson County Schools shall not collect individual student information of the following kinds without written consent of the parent; a student's biometrics, analysis of facial expression, EEG brain wave patterns, skin conductance, galvanic skin response, heart rate variability, pulse, blood volume, posture, and eye tracking.

The name used on the record of a student entering the Williamson County Public Schools must be the same as that shown on the birth certificate, unless evidence is presented that such name has been legally changed. If the parent does not have, or cannot obtain a birth certificate, then the name used on the records of such pupil will be as shown on documents which are acceptable to the system as proof of date of birth.

The name used on the records of a student entering the system from another school must be the name as shown on records from the school previously attended unless evidence is presented that such name has been legally changed through a court as prescribed by law.

Parents or legal guardian may request and receive access to the records of their children; students who are legal adults (18) may make the same request. If a student moves from Williamson County, a copy of the student record will be sent to the new school upon written request from the school. ***When a student transfers to another school within the school district or to a school outside of the school district, copies of the student's records, including the student's disciplinary records, shall be sent to the transfer school within five (5) business days of the date on which the student's records request was received by the school.***[2]

If a parent objects to items in the cumulative record, objections should be filed in writing with the Principal who shall evaluate said objections, making a determination. Parents or legal guardian may appeal the decision of the Principal to the Superintendent of Schools.

The Williamson County School District has used the following definitions of terms.

Student - any person who attends or has attended a program of instruction sponsored by the Board of Education of the Williamson County School District.

Eligible student - a student or former student who has reached age 18 or is attending a postsecondary school.

Parent - either natural parent of a student unless his or her rights under the FERPA have been removed by a court order, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education records - any record (in handwriting, print, tapes, film, or other medium) maintained by the Williamson County School District, an employee of the district, or an agent of the district which is related to a student except:

1. A personal record kept by a school staff member which meets the following tests:
    a. It was made as a personal memory aid.
    b. It is in the personal possession of the individual who made it.
    c. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute.

2. An employment record which is used only in relation to a student's employment by the Williamson County School District. (Employment for this purpose does not include activities for which student receives a grade or credit in a course.)

3. Alumni records which relate to the student after he or she no longer attends classes provided by the Williamson County School District and the records do not relate to the person as a student.

Personal identifier - is any date or information that makes the subject of a record known. This includes but is not limited to the student's name, the student's address, a student number, a list of personal characteristics, or any other information which would make the student's identity known.

The Williamson County School District designates the following personally identifiable information contained in a student's educational record as "directory information" and it will disclose that information without prior written consent.

1. The student’s name.

2. Major field of study.

3. Participation in officially recognized activities and sports.

4. Dates of attendance.

5. Degrees and awards received.

6. Weight and height of members of an athletic team.

7. Most recent previous educational agency or institution attended.

Within the first three weeks of each school year, the Williamson County School District will publish in a newspaper of general circulation in the county the above list, or a revised list, of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be included in the registration packet given to the student at the time and place of enrollment.

After the parents or eligible students have been notified, they may advise the school district in writing (a letter to the school Principal) that they refuse to permit the district to designate directory information about that student. A copy of this letter will be filed in the student's record and sent to the Communications Department.

Legal References

1. 20 USCA § 1232g; TRR/MS 0520-01-03-.03(11); TCA 49-1-701, *et seq*.
2. ***Public Acts of 2025, Chapter No. 156***

POLICY REVIEW OR CREATION REQUEST

This form will be completed for all new policies and all recommendations for revisions to or deletions of policies of the Williamson County Board of Education. Attach any information which would be helpful to understand the proposed changes or actions.

Recommended by: Staff x General Counsel ☐ Board Member ☐ ___ Margie Johnson_____

Date Submitted to General Counsel:
_____7.28.25_____

Recommendation: add ☐, revise ☐, or delete ☐ the following Policy number(s) and title(s):

5.310 Vacation and Holidays

Brief summary of the proposed addition or changes:

See track changes in attached policy 5.310

Brief justification of why additions or changes needed or required:

Revision needs to be made to ensure the 10 and 11-month classified staff get the 7 closed system days, which was increased by 2 days per the 25-26 budget.

I'd also propose revision of lines 9-16, which provides 12 month employees with 21 closed system days. To make it equitable, I recommend reducing their number of days to 7 as well. Also, note that 12 month employees accrue vacation time, which 10 and 11- month employees do not accrue.

<u>Staff analysis of the proposed addition or changes in terms of the following:</u>
Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

____Margie Johnson_____ **____7.28.2025_____**
Name of Individual Submitting Policy for Review **Date**

Williamson County Board of Education

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

VACATIONS

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

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

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

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

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

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

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

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

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

Vacation for employees is calculated on a daily basis and maintained on a fiscal year basis. Vacation may be taken in ~~hourly~~ ***fifteen (15) minute*** increments for non-exempt employees.

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

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

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

~~**SYSTEM CLOSED DAYS**~~

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

HOLIDAYS

Paid holidays for full-time ten (10) month and eleven (11) month employees shall be Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King, Jr., plus five (5) additional days during winter break ***and two (2) additional days during spring break***.

Paid holidays for full-time twelve (12) month personnel shall be Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Memorial Day, and Independence Day, ***plus five (5) additional days during winter break and two (2) additional days during spring break***.

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

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

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

Cross References

Short Term Leaves of Absence 5.300

POLICY REVIEW OR CREATION REQUEST

This form will be completed for all new policies and all recommendations for revisions to or deletions of policies of the Williamson County Board of Education. Attach any information which would be helpful to understand the proposed changes or actions.

Recommended by: Staff x General Counsel ☐ Board Member ☐ ___ Margie Johnson_____

Date Submitted to General Counsel:
_____7.28.25_____

Recommendation: add ☐, revise ☐, or delete ☐ the following Policy number(s) and title(s):

3.206 Community Use of School Facilities

Brief summary of the proposed addition or changes:

Starting on line 26 around lease of facilities…no. 4. Remove the no more than 5 renewals.

Brief justification of why additions or changes needed or required:

I was approached by The Church at Nolensville that they have been denied leasing 50 parking spaces at the high school. The denial is because they are under the umbrella of Brentwood Baptist, which leased a school in Spring Hill several years ago when they were launching that campus. I would like to understand the reasoning behind the limit of 5 years and wonder if this policy needs to be updated since it dates back to Sept 2007.

<u>Staff analysis of the proposed addition or changes in terms of the following:</u>
Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

____Margie Johnson_____ ____7.28.2025_____
Name of Individual Submitting Policy for Review Date