



**Williamson County Board Policy Committee**

December 15, 2025 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

**January 2026 Policy Committee Meeting**

Policy Chair - Jay Galbreath

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

**1. Agenda**

**2. Board Policies Second Reading**

- a. 3.210 Naming of Facilities
- b. 4.600 Report Cards and Grading Systems

**3. Board Policy for Discussion**

- a. 6.3041 Title IX and Sexual Harassment



## 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

**Date Submitted to General Counsel:** 10/1/2025

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

Policy 3.210 Naming Facilities

**Brief summary of the proposed addition or changes:**

Update policy to include process of naming buildings, rooms, internal spaces, landscape features, courts, athletic fields, open spaces and all other areas owned, operated or controlled by the WCBOE.

**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.

**Leigh Webb, Brian King and Juli Oyer**

**10/1/25**

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**Name of Individual Submitting Policy for Review**

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**Date**

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Naming Facilities or Other School Grounds</b>	Descriptor Code: <b>3.210</b>	Issued Date: <b>03/21/22</b>
		Rescinds: <b>3.210</b>	Issued: <b>02/18/19</b>

*The naming of school buildings, major portions of buildings, or school grounds is the responsibility of the Williamson County Board of Education and applies to buildings, rooms, internal spaces, landscape features, courts, athletic fields, open spaces, and all other areas owned, operated or controlled by the Williamson County Board of Education*

The process for selecting a name for a new school *building* and for renaming a school *building* shall be as follows:

1. The Superintendent shall appoint a naming committee composed of Board members, county commissioners, and WCS staff members.
2. Schools shall not be named after, commercial developments, or residential developments. Schools may be named for the area or community in which the school is located even if the area or community is named after a family.
3. If a school is named for an individual, then a school will be named according to the following naming criteria:
  - a. The individual played a critical role or contributed to society in ways that supported the success and well-being of the individuals who lived in Williamson County, Tennessee, the State of Tennessee or the United States, now and in the future.
  - b. The individual's principal legacy (i.e. the key activity, advocacy or accomplishment for which the individual is most known) aligns with or reflects the WCS mission, vision, core values and beliefs.
  - c. The individual has been deceased for ten (10) or more years.
  - d. No building may bear the name of an individual convicted of a felony.
4. Community input shall be solicited through a variety of appropriate methods.
5. The naming committee shall review and consider all proposed names submitted by the community.
6. The naming committee shall submit a one-page summary, which includes a list of two or three names and the justifications of the recommendation for each of the three names to the Superintendent, who will present the summary to the Board for consideration. The naming committee may rank the names presented to the Board if a clear consensus exists. The Superintendent shall provide the Board with the summary prior to the work session in which the Board will be discussing the three names presented by the naming committee.

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1  
2 7. The Board shall make the final selection of the name.  
3

4 *The process for naming of a portion of school facilities or other school grounds or renaming of a*  
5 *portion of a school or other school grounds shall be as follows:*  
6

7 *At the recommendation of the Superintendent and the Leadership Team, the Board may approve*  
8 *naming of portions of facilities and grounds as a recognition of significant contribution to the*  
9 *school district. Due regard should be taken as the role the names of buildings and spaces contribute*  
10 *to the school district's sense of identity, as well as their role in assisting staff, students, and visitors*  
11 *to orient themselves within a campus.*

12  
13 *A. Honorary Naming of an Individual without financial contribution is recognition of a significant*  
14 *contribution to the school district that the district wishes to honor.*

15  
16 *The Board will apply the following guidelines in considering the recommendation of any*  
17 *individual's name proposed;*  
18

- 19 1. *The individual has had direct, substantial, and active association with the district and has*  
20 *exemplified the district mission. Selection may also be based on the individual's record of*  
21 *scholarship, creativity, leadership, humanitarian service, or public service. Facilities may*  
22 *also be named to recognize organizations, individuals, geographical or historical*  
23 *features, and programs which have had significant impact in the life of the district.*
- 24  
25 2. *Recommendations must provide evidence of significant importance to the district and*  
26 *must outline the justifications for the name being suggested. Naming for such*  
27 *contributions is at the district's discretion and in support of its mission.*
- 28  
29 3. *The Superintendent and the Board will evaluate the proposed name against the following*  
30 *criteria:*
  - 31  
32 a. *Nominee has had a significant, long-term relationship with Williamson County*  
33 *Schools.*
  - 34 b. *Nominee, if a former Williamson County Schools employee, will have been retired or*  
35 *separated from district employment for a minimum of three years.*
  - 36 c. *Nominee has widespread support from colleagues, parents/guardians, and students.*
  - 37 d. *Nominee has achieved local, regional, or national recognition for achievements.*
  - 38 e. *Nominee has held local, regional, or national leadership roles in the field of expertise*  
39 *and is no longer active in their career.*

40  
41 *B. Honorary Naming Through Financial Contribution*  
42

43 *Honorary naming through financial contribution is recognition for financial contributions, be it in*  
44 *the way of donation, bequest, sponsorship or other commercial transactions. Due regard should be*  
45 *taken to consider balance between the commercial considerations and the role the names of*

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1 *buildings and spaces contribute to the school district's sense of identity, as well as their role in*  
2 *assisting staff, students, and visitors to orient themselves within a campus.*

3  
4 *The Board will apply the following guidelines in considering the recommendation of any entity*  
5 *proposed;*

- 6  
7 1. *Monetary valuations may be assigned to proposed naming rights on a case-by-case basis*  
8 *to aid with making decisions about granting naming rights.*
- 9  
10 2. *The monetary valuation for the naming of a school or media center/library, theaters,*  
11 *athletic facilities, and other spaces will be decided by the Superintendent. Each case*  
12 *should take into account market comparisons for naming rights for which professional*  
13 *advice may be sought. Application of this policy may result in a portion of a school*  
14 *facility or other school grounds named for an individual or a company.*
- 15  
16 3. *The granting of naming rights must always be consistent with the school district's*  
17 *mission or vision. The long-term effects of the naming rights must be considered. Each*  
18 *granting of naming rights is bound by a written agreement.*

19  
20 ***Specific Naming Agreement Through Financial Contribution***

- 21  
22 1. *The school district recognizes that circumstances exist when the district might enter into*  
23 *an agreement for the specific naming of a facility or space in exchange for a specific*  
24 *financial or other contribution to the district.*
- 25  
26 2. *Transferability, renewability, and limits:*
  - 27 a. *Transferability or renewability must be included in the written agreement. If not*  
28 *specifically identified in the agreement naming rights are not transferable or*  
29 *renewable.*
  - 30 b. *The district's right to use the name and other brand elements of the named party are*  
31 *permitted by express agreement with the named party.*
  - 32 c. *The named party has no decision-making rights as to the purpose or improvement of*  
33 *the facility or space unless specifically provided in the written agreement between the*  
34 *parties. The district will not agree to any conditions in an agreement that do not align*  
35 *with the district's mission and purpose, statutory obligation, or the local authority of*  
36 *the Board.*

37  
38 ***Renaming and Revocation***

39  
40 *The Board reserves the right to rename any named asset of the district. The Board reserves the right*  
41 *to revoke naming if for any reason it presents risk or harm to the reputation of the school district, or*  
42 *if the intent of the gift or terms of sponsorship associated with the naming cannot be fulfilled.*



## 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  Claire Reeves

**Date Submitted to General Counsel:**

9/23/25

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

Report Cards and Grading Systems 4.600

**Brief summary of the proposed addition or changes:**

I think this policy needs to be updated to include the details of WCS GPA recalculation for transfer students, rather than leaving it as SOP. I will defer to Dr. Leigh Webb for the language to include to adequately describe the recalculation and the appeals process.

**Brief justification of why additions or changes needed or required:**

We have a report card and grading policy. The GPA recalculation for transfer students and corresponding appeals process should be spelled out in this policy to remove confusion amongst students/families and provide policy support to administrators and school staff.

**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.**

Claire Reeves

9/23/25

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Name of Individual Submitting Policy for Review

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Date

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <h2 style="text-align: center;">Report Cards and Grading Systems</h2>	Descriptor Code: <b>4.600</b>	Issued Date: <b>08/18/25</b>
		Rescinds: <b>4.600</b>	Issued: <b>08/19/24</b>

1    **REPORT CARDS**

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

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

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

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

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

17    **K-1 STANDARDS-BASED GRADING SCALE**

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

19    The student is making progress toward the standard.

20    The student is not making progress toward the standard

21    **GRADES 2- 12 NUMERICAL GRADING SCALE:<sup>2</sup>**

<u>Grade</u>	<u>Grade Range</u>
22    A	90 - 100
23    B	80 - 89
24    C	70 - 79
25    D	60 - 69
26    F	0 - 59

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

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

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

## 7 **WEIGHTED GRADES**

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

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

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

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

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

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

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

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

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

### 3 ***TRANSFER OF GPA RECALCULATION***

#### 5 ***Procedure***

6 ***Upon enrollment, the registrar or counseling staff will review the transfer student's official***  
7 ***transcript to identify:***

- 8 • ***Course titles and letter grades assigned by the previous district; and***
- 9 • ***Credit values and grading scale used.***

10  
11 ***All high school credited courses will be recalculated using the WCS weighted GPA scale.***

12 ***Courses will be matched to WCS equivalents to determine appropriate weighting (e.g., honors, AP,***  
13 ***dual enrollment).***

14 ***If course rigor cannot be verified, the course will be treated as a standard-level course.***

#### 15 ***Documentation***

16 ***The recalculated GPA will be documented in the student's cumulative record. The original GPA***  
17 ***from the sending school will also be retained for reference.***

#### 18 ***Communication***

19 ***Families will be notified by the counselor of the recalculated GPA and provided with a summary of***  
20 ***the recalculation process. Students may request a meeting with counseling staff to review the***  
21 ***recalculated GPA.***

#### 22 ***Appeals***

23 ***If a student or family disagrees with the recalculated GPA, they may send a message to the school***  
24 ***principal and counselor within ten (10) school days of notification, explaining the appeal request.***

25 ***Appeals must include supporting documentation (e.g., course syllabi, school profile).***

26 ***The principal will consult with district staff as needed and issue a final decision within fifteen (15)***  
27 ***school days.***

### 28 **LOTTERY SCHOLARSHIPS<sup>3</sup>**

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

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

## 1 **LOTTERY SCHOLARSHIP DAY**

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

## 4 **COLLEGE ADMISSIONS**

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

## 7 **HONORS RECOGNITION**

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

12 Williamson County Schools will not rank students numerically.

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

14 Summa Cum Laude 4.25 and above

15 Magna Cum Laude 4.00-4.24

16 Cum Laude 3.75-3.99

17 Valedictorian and Salutatorian will be chosen using the following criteria:

18 Student must qualify for the highest Latin System honor awarded in the respective school.

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

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

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### 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](#)

### Cross References

Credit Recovery 4.210  
Transcript Alterations 4.608



# Williamson County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Title IX and Sexual Harassment</b>	Descriptor Code: <b>6.3041</b>	Issued Date: <b>09/21/20</b>
		Rescinds:	Issued:

## 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.<sup>1</sup> 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).<sup>2</sup> 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.<sup>3</sup> These  
9 individuals shall receive training as to how to promptly and equitably resolve student and employee  
10 complaints.<sup>3</sup>

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

## 12 **TITLE IX COORDINATOR**<sup>5</sup>

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: Outreach and Engagement Coordinator

18 Address: 1320 West Main Street, Suite 202, Franklin, Tennessee 37064

19 Phone Number: 615-472-4000

20 Email: TitleIX.coordinator@wcs.edu

## 21 **DEFINITIONS**<sup>4</sup>

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:<sup>3</sup>

- 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,<sup>6</sup> dating violence,<sup>7</sup> domestic violence,<sup>8</sup> or stalking<sup>9</sup> 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.

## 1 GRIEVANCE PROCESS

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

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

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

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

## 22 Complaints

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

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

29 Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:<sup>14</sup>

- 30 1. Provide written notice of the allegations, and the grievance process to all known parties to give  
31 the respondent time to prepare a response before an initial interview;
- 32
- 33 2. Inform the parties of the prohibition against making false statement or knowingly submitting  
34 false information;
- 35
- 36 3. Inform the parties that they may have an advisor present during any subsequent meetings; and
- 37
- 38 4. Offer supportive measures in an equitable manner to both parties.

1 If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal,  
2 shall be provided to both parties simultaneously.<sup>15</sup>

### 3 **Investigations**<sup>16</sup>

4 The Employee Relations Coordinator shall serve as the investigator and be responsible for investigating  
5 complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The  
6 burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the  
7 school district and not the complainant or respondent.

8 Once a complaint is received, the Investigator shall initiate an investigation within forty-eight (48) hours  
9 of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the  
10 investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons  
11 why the investigation was not initiated within the required timeframe.

12 All investigations shall be completed within twenty (20) calendar days from the receipt of the initial  
13 complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall  
14 provide the Title IX Coordinator with appropriate documentation detailing the reasons why the  
15 investigation has not been completed.

16 All investigations shall:

- 17 1. Provide an equal opportunity for the parties to present witnesses and evidence;
- 18
- 19 2. Not restrict the ability of either party to discuss the allegations under investigation or gather  
20 and present relevant evidence;
- 21
- 22 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that  
23 seek disclosure of information protected under a legally recognized privilege unless such  
24 privilege has been waived;<sup>17</sup>
- 25
- 26 4. Provide the parties with the same opportunities to have others present during any grievance  
27 proceeding;
- 28
- 29 5. Provide to parties whose participation is requested written notice of the date, time, location,  
30 participants, and purpose of all investigative interviews, or other meetings, with sufficient time  
31 for the party to prepare to participate;
- 32
- 33 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to  
34 the allegations in the formal complaint; and
- 35
- 36 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.  
37
- 38 a. Prior to the completion of the investigative report, the investigator shall send to each  
39 party the evidence subject to inspection and review. All parties shall have at least ten  
40 (10) days to submit a written response which shall be taken into consideration in  
41 creating the final report.

1 Within the parameters of the federal Family Educational Rights and Privacy Act,<sup>18</sup> the Title IX  
2 Coordinator shall keep the complainant and the respondent informed of the status of the investigation  
3 process. At the close of the investigation, a written final report on the investigation will be delivered to  
4 the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the  
5 Superintendent of Schools.

#### 6 **Determination of Responsibility**<sup>19</sup>

7 The respondent is presumed not responsible for the alleged conduct until a determination regarding  
8 responsibility is made at the conclusion of the grievance process.<sup>20</sup> The clear and convincing evidence  
9 standard shall be used in making this determination.<sup>21</sup>

10 Executive Director of Elementary Education or the Executive Director of Secondary Education shall act  
11 as the decision-maker. He/she shall receive the final report of the investigation and allow each party the  
12 opportunity to submit written questions that he/she wants asked of any party or witness prior to the  
13 determining responsibility.

14 The decision-maker shall make a determination regarding responsibility and provide the written  
15 determination to the parties simultaneously along with information about how to file an appeal.

16 A substantiated charge against a student may result in corrective or disciplinary action up to and  
17 including expulsion. A substantiated charge against an employee shall result in disciplinary action up to  
18 and including termination.

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

#### 22 **APPEALS**<sup>22</sup>

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

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

- 29 1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and
- 30 31 2. Notify the parties in writing.

32 During the appeal process, the parties shall have a reasonable, equal opportunity to submit written  
33 statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing  
34 the result of the appeal and the rationale for the result. The written decision shall be provided  
35 simultaneously to both parties.

36

## 1 RETALIATION<sup>23</sup>

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

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### 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  
 Student Discrimination, Harassment, Bullying, Cyber-  
 bullying, and Intimidation 6.304  
 Reporting Child Abuse and Neglect 6.409