



Williamson County Board Policy Committee

March 2, 2026 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 Reading

- a. 1.203 New Board Member Orientation
- b. 6.300 Code of Conduct

3. Policies for Discussion

- a. 6.200 Attendance
- b. 6.306 Interference/Disruption of School Activities
- c. E-Bikes Update

4. Report



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

Donna Clements

Date Submitted to General Counsel: 2/20/2026

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

Policy 1.203 New School Board Orientation

Brief summary of the proposed addition or changes:

To create a policy that would provide structure to New School Board Orientations to ensure members will be informed and effective.

Brief justification of why additions or changes needed or required:

Districts across TN have this policy in place. This would ensure all new school board members are adequately oriented.

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.

[Signature]

Name of Individual Submitting Policy for Review

2/20/2026

Date

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: New Member Orientation	Descriptor Code: 1.203	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

- 1 The Board considers board member development to be an ongoing process for all board members and a
2 vital responsibility for effective board membership.
- 3 It shall be the responsibility of the Superintendent of Schools to provide and review the following with
4 each new board member:
- 5 1. A copy of the Board's *Policy Manual* which is available online;
 - 6 2. Applicable portions of the *Tennessee Code Annotated* outlining the duties and responsibilities of
7 the Board and the Superintendent;
 - 8 3. Minutes of the board meetings for the previous year which are available online;
 - 9 4. Other appropriate materials which will acquaint the new member with the operation of the school
10 system and board service;
 - 11
 - 12 5. A detailed review of the following policies of the Williamson County Board of Education:
 - 13 1.101 Role of Board of Education
 - 14 1.106 Code of Ethics
 - 15 1.107 School Board Norms
 - 16 1.202 Duties of School Board Members
 - 17 1.2021 Code of Conduct of School Board Members;
 - 18
 - 19 6. Organizational Chart for Williamson County Schools and overview of WCS' departments and
20 department heads;
 - 21
 - 22 7. Policy Submission Cover Sheet; and
 - 23
 - 24 8. Annual Agenda.

- 1 An orientation for new school board member(s) shall be conducted no later than thirty (30) days after
- 2 the board member(s) takes office. The orientation shall be conducted by the Chair of the Board and/or
- 3 the Superintendent of Schools.
- 4



POLICY REVIEW OR CREATION REQUEST

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Recommended by: Staff General Counsel Board Member _____

Date Submitted to General Counsel: ___2/17/25_____

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

WCBOE Policy 6.300 Code of Conduct

Brief summary of the proposed addition or changes:

During the February Board meeting, several board members requested to review update the code of conduct policy regarding skipping classes and leaving school property without permission.

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.

Williamson County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	Issued Date: 09/18/23
		Rescinds: 6.300	Issued: 06/20/22

1 The Superintendent of Schools shall develop specific codes of conduct which are appropriate for each
2 level of school.¹ The development of each code shall involve administrators of each level and shall be
3 consistent with the relevant policies as adopted by the Board.²

4 The following levels of misbehavior and options are standards designed to protect all members of the
5 educational community in the exercise of their rights and duties and to maintain a safe learning
6 environment where orderly learning is possible and encouraged.³ These misbehaviors apply to student
7 conduct on school buses, on school property, and while students are on school sponsored outings.

8 In response to all levels of student misbehavior, school administrators are encouraged, when
9 appropriate, to implement a restorative student conference in addition to the assigned disciplinary
10 consequences. The conference should be facilitated by school administrator/designee and would be
11 between the student who misbehaved and the student(s) or others who were harmed by the
12 misbehavior.

13 MISBEHAVIORS: LEVEL I

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

17 *Examples (not an exclusive listing)*

- 18 • Classroom disturbances
- 19 • Classroom tardiness
- 20 • Cheating and lying
- 21 • Inappropriate language
- 22 • ~~Skipping class~~
- 23 • Misuse of technology
- 24 • Non-defiant failure to do assignments or carry out directions.
- 25 • Wearing, while on the grounds of a public school during the regular school day,
26 clothing that exposes underwear or body parts in an indecent manner that disrupts the
27 learning environment⁴.

28 *Disciplinary Options (may include one or more of the following options)*

- 29 • Verbal reprimand
- 30 • Restricting activities
- 31 • Counseling

- 1 • Withdrawal of privileges
- 2 • Detention
- 3 • In-school suspension
- 4 • Mediation
- 5 • School-level interventions

6 **MISBEHAVIORS: LEVEL II**

7 This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of
8 the school. These misbehaviors do not represent a direct threat to the health and safety of others but
9 have educational consequences serious enough to require corrective action on the part of
10 administrators.

11 *Examples (not an exclusive listing)*

- 12 • Continuation of unmodified Level I behaviors
- 13 • School or class tardiness
- 14 • Using forged notes or excuses
- 15 • Disruptive classroom behavior
- 16 • Cheating and lying
- 17 • Possessing, smoking or using tobacco or tobacco-related products, including electronic/battery-
18 operated devices
- 19 • Inappropriate language
- 20 • Unexcused absences
- 21 • Making a false report
- 22 • Defiant failure to do assignments or carry out instructions.
- 23 • Skipping class
- 24 • *Leaving campus without permission from parent/guardian or school administrator*
- 25 • *Urging other students to engage in skipping class and/or leaving campus without*
26 *permission from parent/guardian or school administrator*
- 27

28 Disciplinary Options (shall include one or more of the following options)

- 29 • Behavior modification
- 30 • Friday or Saturday school (in middle and high schools)
- 31 • In-school suspension
- 32 • Detention
- 33 • Suspension from school-sponsored activities or from riding school bus
- 34 • Out-of-school suspension (not to exceed ten (10) days)
- 35 • Mediation
- 36 • School-level interventions
- 37

38 **MISBEHAVIORS: LEVEL III**

1 This level includes acts directly against persons or property but whose consequences do not seriously
2 endanger the health or safety of others in the school.

3 *Examples (not an exclusive listing)*

- 4 • Continuation of unmodified Level I and II behaviors
- 5 • Fighting
- 6 • Vandalism (minor)
- 7 • Stealing
- 8 • Threats to others
- 9 • Making a false report
- 10 • Abusive language
- 11 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
12 Cyber-bullying, and/or Hazing)

13 Disciplinary Options (shall include one or more of the following options)

- 14 • In-school suspension
- 15 • Detention
- 16 • Restitution from loss, damage, or stolen property
- 17 • Out-of-school suspension (not to exceed ten (10) days)
- 18 • Alternative Learning Center

19 **MISBEHAVIORS: LEVEL IV**

20 This level of misbehavior includes acts which result in violence to another person or property, or
21 which pose a threat to the safety of others in the school. These acts are so serious that they usually
22 require administrative actions which result in the immediate removal of the student from the school
23 and the intervention of law enforcement authorities.

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

27 *Examples (not an exclusive listing)*

- 28 • Continuation of unmodified Level I, II, and III behaviors
- 29 • Death threat (hit list)
- 30 • Extortion
- 31 • Bomb threat
- 32 • Possession/use/transfer of dangerous weapons*
- 33 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
34 employee of the school, or a school resource officer*
- 35 • Aggravated assault*
- 36 • Vandalism
- 37 • Theft/possession/sale of stolen property

- 1 • Arson
- 2 • Possession of unauthorized substances or drugs (i.e., any controlled substance,
- 3 marijuana, controlled substance analogue, alcohol, legend drug, or any other substance
- 4 whose possession or use is regulated in any matter by any governmental authority)*
- 5 • Use, transfer, handle, or be under the influence of unauthorized substances.
- 6 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 7 Cyber-bullying, and/or Hazing)
- 8 • Electronic threat to cause bodily injury or death to another student or school employee*

9 Disciplinary Options (shall include one or more of the following options)

- 10 • Expulsion
- 11 • Alternative Learning Center

12 * Zero tolerance offenses

Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-4002
4. TCA 49-6-4109
5. TCA 49-6-4009

Cross References

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

Williamson County Board of Education

Monitoring: Review: Annually, in March	Attendance	Descriptor Code: 6.200	Issued Date: 05/20/24
		Rescinds: 6.200	Issued: 09/14/23

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present
 2 each day school is in session. The Superintendent of Schools/designee shall develop appropriate
 3 administrative procedures to implement this policy.

4 The attendance supervisor shall oversee the entire attendance program which shall include:¹

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

14 Student attendance records shall be given the same level of confidentiality as other student records. Only
 15 authorized school officials with legitimate educational purposes may have access to student information
 16 without the consent of the student or parent(s)/guardian(s).³

17 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
 18 Excused absences shall include:⁴

- 19 1. Personal illness/injury (The Principal may require a doctor's statement);
- 20
- 21 2. Illness of immediate family member which requires absence of the student from school (The
22 Principal may require a doctor's statement);
- 23
- 24 3. Death in the immediate family of the student (should not exceed 5 days);
- 25
- 26 4. Religious holidays regularly observed by persons of the student's faith⁵ (The Principal may
27 require a statement from the minister or other person recognized by the given religious group);
- 28
- 29 5. Pregnancy;
- 30

- 1 6. School-endorsed activities;
- 2
- 3 7. Summons, subpoena, or court order;
- 4
- 5 8. Circumstances which in the judgment of the principal warrant absence from school and over
- 6 which the student has no control; or
- 7
- 8 9. Parents or legal guardians may submit notes for students to be excused up to five (5) days per
- 9 semester, for any reason. To be excused, notes must be provided by the parent or legal guardian
- 10 and received by the school within five (5) school days of the absence. After five (5) days of
- 11 total absences per semester, official documentation, as outlined above, should be submitted in
- 12 order for the absence to be excused.

13 The principal/designee shall be responsible for ensuring that:⁶

- 14 1. Attendance is checked and reported daily for each class;
- 15
- 16 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 17 for the majority of the day;
- 18
- 19 3. All student absences are verified;
- 20
- 21 4. Written excuses are submitted for absences and tardiness; and
- 22
- 23 5. System-wide procedures for accounting and reporting are followed.

24 **MILITARY SERVICE OF PARENT/GUARDIAN⁷**

25 School principals shall provide students with a one-day excused absence prior to the deployment of and

26 a one-day excused absence upon the return of a parent or custodian serving active military service.

27 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a

28 parent/guardian during a deployment cycle. The student shall provide documentation to the school as

29 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork

30 missed during these absences.

31 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁸**

32 A principal/designee may excuse a student to participate in non-school sponsored extracurricular

33 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)

34 absences each school year. No later than seven (7) business days prior to the student's absence, the

35 student shall provide documentation to the school as proof of the student's participation along with a

36 written request for the excused absence from the student's parent/guardian. The request shall include

37 the following:

- 38 1. Student's name and personal identification number;

- 1 2. Student's grade;
- 2 3. The dates of the student's absence;
- 3 4. The reason for the student's absence; and
- 4 5. The signatures of the student and parent/guardian.

5 **TRUANCY**

6 *General*

7 Annually, the Superintendent of Schools/designee will provide written notice to parent(s)/guardian(s)
8 that attendance at school is required. Students shall be present at least fifty percent (50%) of the
9 scheduled school day in order to be counted present. Students may attend part-time days, alternating
10 days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan
11 and shall be considered present for school attendance purposes. If a student is required to participate in
12 a remedial instruction program outside of the regular school day where there is no cost to the
13 parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these
14 programs shall be reported in the same manner.⁹

15 A student who is absent five (5) days without adequate excuse shall be reported to the Superintendent of
16 Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
17 absence. If a parent does not provide documentation within adequate time excusing those absences, or
18 request an attendance hearing, then the Superintendent of Schools shall implement the progressive
19 truancy intervention plan described below prior to referral to juvenile court.

20 *Progressive Truancy Intervention Plan*¹⁰

21 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
22 implemented.

23 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide
24 prevention-oriented support to assist with satisfactory attendance.

25 **Tier II**

26 This tier of the progressive truancy plan shall be implemented after the student accumulates five (5)
27 unexcused absences, but before referral to juvenile court, and includes the following:

- 28 1. A conference with the student and the student's parent(s)/guardian(s);
29
- 30 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
31 and the Attendance Supervisor/designee. The contract shall include:
32
 - 33 a. A specific description of the school's attendance expectations for the student;
 - 34 b. The period for which the contract is effective; and

1 c. Penalties for additional absences and alleged school offenses, including additional
2 disciplinary action and potential referral to juvenile court.

3
4 3. Regularly scheduled follow-up meetings to discuss the student's progress; and

5
6 4. A school employee shall conduct an individualized assessment detailing the reasons a student
7 has been absent from school. The employee may refer the student to counseling, community-
8 based services, or other services to address the student's attendance problems.

9 **Tier III**

10 This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

11 These interventions shall be determined by a team formed at each school. The interventions shall
12 address student needs in an age-appropriate manner. Finalized plans shall be approved by the
13 Superintendent of Schools/designee.

14 **MAKE-UP WORK**

15 Any student whose absence is unexcused will be expected to make up the work missed or due on dates
16 of absence.

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

19 **CREDIT/PROMOTION DENIAL**

20 Credit/promotion denial determinations may include student attendance; however, student attendance
21 may not be the sole criterion.¹⁰ If attendance is a factor prior to credit/promotion denial, the following
22 shall occur:

23 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of
24 credit/promotion denial due to excessive absenteeism.

25
26 2. Procedures in due process are available to the student when credit or promotion is denied.

27 **DRIVER'S LICENSE REVOCATION**²

28 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any
29 semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age.

30 **ATTENDANCE HEARING**¹²

31 Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion
32 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
33 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided
34 written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.
35 The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an

- 1 absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass
2 the course or be promoted. Upon notification of the attendance committee's decision, the principal shall
3 send written notification to the Superintendent of Schools/designee and the parent(s)/guardian(s) of the
4 student of any action taken regarding the excessive unexcused absences. The notification shall advise
5 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Superintendent
6 of Schools/designee.
- 7 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 8 Within five (5) school days of the Superintendent of Schools/designee rendering a decision, the student's
9 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
10 Following the review, the Board may affirm or overturn the decision of the Superintendent of
11 Schools/designee. The action of the Board shall be final.

Legal References

1. [TCA 49-6-3006](#)
2. [TCA 49-6-3017\(c\)](#)
3. [20 USCA § 1232g](#)
4. [TRR/MS 0520-01-02-.17\(5\); State Board of Education Policy 4.100](#)
5. [TCA 49-6-2904\(b\)\(5\)](#)
6. [TCA 49-6-3007](#)
7. [TCA 49-6-3021](#)
8. [TCA 49-6-3007; TCA 49-6-3009](#)
9. [TCA 49-6-3022](#)
10. [TCA 49-2-130](#)
11. [TCA 49-2-203\(b\)\(7\); TCA 49-6-3002\(b\)](#)
12. [TRR/MS 0520-01-02-.17\(7\)](#)

Cross References

- School Calendar 1.800
- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips/Excursions/Competitions 4.302
- Reporting Student Progress 4.601
- Promotion and Retention 4.603
- Recognition of Religious Beliefs, Customs, & Holidays 4.803
- Voluntary Pre-K Attendance 6.2011
- Homeless Students 6.503
- Students in Foster Care 6.505
- Students from Military Families 6.506
- Student Records 6.600

Williamson County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Interference/Disruption of School Activities	Descriptor Code: 6.306	Issued Date: 03/21/22
		Rescinds: 6.306	Issued: 11/18/19

1 *General*

2 A student shall not engage in conduct which causes the disruption or interference with the operation of
 3 the school while on school property, in school vehicles or buses, or at school-sponsored events,
 4 whether on or off campus. The student shall not urge other students to engage in such conduct.

5 Employees are authorized to take reasonable measures to establish appropriate school behavior and
 6 have the authority to control the conduct of any student while under the supervision of the school
 7 district.¹

8 A student may receive disciplinary action ranging from verbal reprimand to suspension and/or expulsion
 9 depending on the severity of the offense and the student’s prior record.²

10 **REMOVAL OF STUDENT³**

11 If a student repeatedly or substantially interferes with the learning environment, the teacher may
 12 submit a written request along with the required documentation to the principal/designee to remove the
 13 student from the teacher’s classroom. The student will be given notice of the rationale for the request
 14 as well as the opportunity to offer an explanation.

15 The principal/designee will investigate the request and make a decision regarding the student’s
 16 placement. The principal will notify the teacher as to his/her decision.

17 If a teacher abuses or overuses the student removal process, the principal/designee shall address the
 18 abuse or overuse with the teacher and may require the teacher to complete additional professional
 19 development to improve the teacher’s classroom management skills.

20 *Appeal Process*

21 If the teacher’s request for removal is denied, he/she may file an appeal with the Superintendent of
 22 Schools/designee. He/she will review the teacher’s request for removal as well as the decision of the
 23 principal/designee and make a determination as to the student’s placement.

Legal References

1. TCA 49-6-4102
2. TCA 49-6-3401
3. Public Acts of 2021, Chapter No. 77

Cross References

- Student Expulsion/Suspension 6.316
 Safe Relocation of Students 6.4081

WCS High School Skips

	Offenses	Students	Consequences					
			ALC	OSS	ISS .5-5 days	Detention/Lunch Det/Fri School	Warning/Conf w Student/Parent Contact	None listed/time served
2024-25 Fall 1st Semster	579	419		0	287	253	28	10
2024-25 Spring 2nd Semester	668	498	2	0	373	246	26	10
2025-26 Fall 1st Semester	492	371	0	0	275	177	29	11
2025-26 Spring 2nd Semester (Feb 18)	145	127	0	0	80	52	6	7
Totals	1884	1415	2	0	1015	728	89	38