

### **Public Comment Period**

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

## **WASHINGTON COUNTY BOARD OF EDUCATION**

**July 11, 2024**

**5:30 PM**

**Central Office**

- I. CALL TO ORDER**
- II. CONSIDERATION OF MEETING AGENDA**
- III. PUBLIC COMMENT**
- IV. APPROVAL OF MEETING MINUTES**
  - A. June 6, 2024**
  - B. June 25, 2024**
- V. ANNOUNCEMENTS**
  - A. July 10, 2024; 9:00 a.m.**  
**County Commission Budget Committee**
  - B. July 18-20, 2024**  
**TSBA Summer Law**  
**Gatlinburg, TN**
  - C. July 22-26, 2024**  
**AMP Camp**
  - D. July 22, 2024; 6:00 p.m.**  
**County Commission Meeting**
  - E. July 30, 2024; 5:00**  
**Monthly Board Workshop**
- VI. SUPERINTENDENT'S REPORT**
  - A. Enrollment Update**
  - B. Field Trips Report**
  - C. Personnel Report**
  - D. Grants Report**
  - E. Maintenance Report**
  - F. Monthly Financials**

- G. **Other**
- VII. **CONSIDERATION OF CONSENT AGENDA**
  - A. **Overnight Field Trip Requests**
    - 1. **David Crockett High School  
Volleyball Team  
Emory and Henry University  
July 16-18-, 2024**
    - Daniel Boone High School  
FFA Chapter Officers  
Back2Basics Adventures  
Team Building and Planning for SY24-25**
  - B. **Purchase Orders**
    - 1. **Purchase Order 2319; Skyward; Stevens Point, WI; Financial System Renewal; \$68,485.32; 141 Fund; Line Item 72250399**
    - 2. **Purchase Order 2320; Imagine Learning; Tempe, AZ; TN Virtual Learning Academy Site Licenses; Asbury, Daniel Boone High, David Crockett High; \$76,460.28; 141 Fund; Line Item 72250399**
    - 3. **Purchase Order 2937; Frontline Technologies Group LLC; Philadelphia, PA; Frontline-Absence Management Renewal; \$30,100.35; 141 Fund; Line Item 71100399**
  - C. **ThoughtExchange; Rossland, BC, Canada; I.T. Software Program Annual Renewal -- August 1, 2024 - July 31, 2025; System-wide; \$37,865; Line Item 141E 72250-399**
  - D. **Differentiated Pay Plan; Multiple Lines; 141 Fund**
- VIII. **DISCUSSIONS/PRESENTATIONS**
  - A. **Lewis Group Architects**
  - B. **Middle Schools' Baseball and Softball Programs**
  - C. **Approval of Purchase Order 1678; Solution Tree; Bloomington, IN; Professional Development; Sulphur Springs Elementary, West View Elementary, Gray Elementary; \$13,000.00; Line Item 72210524**
  - D. **Approval for the purchase of 3 large propane buses; and approval to release bids for 3 small buses; Funded by County Education Capital Funds**
  - E. **Approval of the Propane Renewal with Blossman Gas, Inc.; Line Item 141E 72620-335-000-00012**
  - F. **Approval to provide an option to purchase driveway right of way at Gray Elementary**
  - G. **Approval to waive first reading and pass the listed policies, as presented, on second reading and final reading**
    - 1. **Policy 1.501 Visitors to the Schools**
    - 2. **Policy 1.800 School Calendar**
    - 3. **Policy 2.403 Surplus Property Sales**
    - 4. **Policy 2.806 Bids and Quotations**
    - 5. **Policy 3.202 Emergency Preparedness Plan**
    - 6. **Policy 3.205 Security**

7. **Policy 3.400 Student Transportation Management**
  8. **Policy 4.401 Class Size Ratios**
  9. **Policy 4.213 Family Life Curriculum**
  10. **Policy 4.600 Grading System**
  11. **Policy 4.704 Promotion and Retention**
  12. **Policy 5.307 Physical Assault Leave**
  13. **5.701 Substitute Teachers**
  14. **Policy 4.214 Use of Artificial Intelligence Programs**
  15. **Policy 4.301 Interscholastic Athletics**
  16. **Policy 4.403 Library Materials**
  17. **Policy 5.802 Qualifications and Duties of the Director of Schools**
  18. **Policy 6.203 School Admissions**
  19. **Policy 6.318 Admissions of Suspended or Expelled Students**
  20. **Policy 6.300 Code of Conduct**
  21. **Policy 6.309 Zero Tolerance Offenses**
  22. **Policy 6.316 Suspension**
  23. **Policy 6.4052 Opioid Antagonist**
  24. **Policy 6.409 Reporting Child Abuse**
  25. **Policy 6.317 Student Discipline Hearing Authority**
  26. **Policy 6.200 Attendance**
  27. **Policy 6.3401 Title IX and Sexual Harassment**
  28. **Policy 5.305 Family and Medical Leave**
  29. **Policy 3.3161 Discipline for students receiving Special Education**
- H. **Approval of the Annual Agenda**
- IX. **Additional Items Requested for the Agenda**
- A. **Donation of a portable classroom for Eden Methodist Church**
  - B. **Inter-local agreement with the Town of Jonesborough and Washington County**
  - C. **Purchase Orders**
    1. **Purchase Order 2506; 2 Squirrels Cabinets; Limestone, TN; Cabinets and Countertops for CTE classroom at Lamar Elementary; Funded by ISM Grant; \$12,800.00; Line Item 141E 76100-399-000-00000-002**
    2. **Purchase Order 35528; PowerSchool Group LLC, Los Angeles, CA; CTE Programs System-wide; Naviance CCLR License and Subscription; Effective 7/1/2024-6/30/2027; \$15,960.06; Line Item 142E 71300-471-800**
  - D. **Dietary Purchase Requisitions**
  - E. **Mayfield Dairy Farms; Atlanta,GA; PO for School Year 2024-25; \$222,000.00**
  - F. **Hershey's Creamery Company; Harrisburg, PA; PO for School Year 2024-2025; \$55,000.00**
  - G. **Pepsi-Cola Company; Chicago, IL; PO for SY 2024-2025; \$32,000.00**
  - H. **Bimbo Bakeries; Atlanta, GA; PO for SY 2024-2025; \$16,000.00**
  - I. **Gordon Food Service; Chicago, IL; PO for SY 2024-2025; Food Only; \$1,175,000.00**

**J. Gordon Food Service; Chicago, IL; PO for SY 2024-2025; Non Food  
Items; \$180,000.00**

**X. ADJOURNMENT**

# WASHINGTON COUNTY BOARD OF EDUCATION

**June 6, 2024; 5:30 PM; Central Office**

Those present were Chairman Mike Masters, Mary Beth Dellinger, Whitney Riddle, David Hammond, Keith Ervin, Vince Walters, Gregg Huddlestone, and Superintendent Jerry Boyd. Board members Annette Buchanan and Chad Fleenor were absent.

## **I. CALL TO ORDER**

Vince Walters led a prayer followed by the pledge to the flag led by Mary Beth Dellinger.

## **II. CONSIDERATION OF MEETING AGENDA**

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

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

## **III. PUBLIC COMMENT**

No one requested to speak.

## **IV. APPROVAL OF MEETING MINUTES**

### **A. May 7, 2024 Regular Meeting**

### **B. May 28, 2024 Workshop**

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

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

## **V. ANNOUNCEMENTS**

### **A. County Commission Budget Committee**

**June 3, 2024; 9:00 a.m.**

**June 5, 2024; 9:00 a.m.**

**June 11, 2024; 9:00 a.m.**

**June 20, 2024; 9:00 a.m.**

### **B. County Commission**

**June 4, 2024; 6:00 p.m.**

**June 20, 2024; 6:00 p.m.**

**June 24, 2024; 6:00 p.m.**

### **C. County Commission HEW Committee**

**June 6, 2024; 1:00 p.m.**

### **D. Board Workshop**

**June 25, 2024; 5:00 p.m.**

### **E. DA Leadership Institute Executive Cabinet Retreat**

**June 26-28, 2024**

**Napa, CA**

## **VI. SUPERINTENDENT'S REPORT**

### **A. Enrollment Update**

### **B. Field Trips Report**

### **C. Maintenance Report**

### **D. Monthly Financials**

### **E. Personnel Report**

### **F. Grants Report**

### **G. Other**

## **VII. CONSIDERATION OF CONSENT AGENDA**

### **A. Out of Country Trip Request**

- 1. David Crockett High School  
French Class and Culinary Class  
Paris, France; Barcelona, Spain  
June 2026**

## **B. Overnight Trip Requests**

### **1. Daniel Boone High School**

**Beef Show Team  
Tennessee Charolais Field Day  
Dyer County High School; Newbern, TN  
May 31-June 2, 2024**

**Beef Show Team  
Tennessee Junior Beef Expo  
Wilson Co./TN State Fairgrounds; Lebanon, TN  
June 27-29, 2024**

### **2. David Crockett High School**

**Boys' Basketball  
Team Camp  
Wake Forest  
June 13-15, 2024**

**Girls' Soccer Team  
Team Camp  
University of Tennessee at Chattanooga  
July 18-21, 2024**

**Cheer Team  
UCA Camp  
Gatlinburg, TN  
July 8-11, 2024**

**Volleyball Team  
Team Camp  
Gulf Shores, AL  
July 24-28, 2024**

**Volleyball Team  
Competition  
Franklin, TN  
TOA Sports Performance Center**

### **3. Jonesborough Elementary School**

**Girls' Track Team  
Adidas Track Nationals  
Greensboro, NC  
June 13-17, 2024**

#### **4. Lamar Elementary**

**7th and 8th Grade  
SY24-25 EOY trip  
Chattanooga, TN  
May 6-8, 2025**

#### **C. Purchase Orders**

- 1. Purchase Order 27679; BSN Sports, Bristol,VA; Football Uniforms; Daniel Boone High School; Sole Source; \$10,255.50; Line Item Daniel Boone High Athletics L600**
- 2. Purchase Order 2351; Finchum Sports Floors, Sevierville,TN; Gym floors refinishing; system-wide; Requires a budget amendment if prior to FY25; \$24,999.00; Line Item 72620335**
- 3. Purchase Order 2377; Instructure, Salt Lake City, UT; Canvas subscription renewal; 7/1/24-6/30/25; System-wide; \$51,060.40; Line Item 141E 72250-399**
- 4. Purchase Order 2392; Glimpse K12 Inc., Huntsville, AL; AIM software renewal; March 2024-March 2026; System-wide; \$45,650.00; Line Item 141E 72250-399**
- 5. Purchase Order 9878; Inspire, Johnson City, TN; Various furnishings; David Crockett High School; Omnia Co-op R191804; \$20,708.35; Line Item 141E 71100-599-000-000016**
- 6. Purchase Order 3588; Imagine Learning, Tempe, AZ; Imagine Learning Curriculum; Steppen Stone Academy; Funded by Title I-D; \$18,900.00; Line Item 142E 71100 499160**

#### **D. Approval of Federal Disposition of Equipment**

#### **E. Review and approval of allowances and reimbursement guidelines**

##### *FY25 Rates*

Breakfast \$ 15.00

Lunch \$ 25.00

Supper \$ 35.00

Total Daily Rate \$ 75.00

Mileage Reimbursement

Follow IRS/State Rate \$ 0.670 Per Mile

#### **F. Items requested to be declared as surplus and sold on GovDeals**

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

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

## **VIII. DISCUSSIONS/PRESENTATIONS**

### **A. SY 2024-2025 Board Meeting Calendar**

Whitney Riddle moved for approval of the calendar. David Hammond seconded the motion which carried on roll call vote:

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

### **B. Approval of the revised boundary line agreement at Grandview Elementary**

Vince Walters moved for approval of the revised boundary line agreement at Grandview Elementary. Mary Beth Dellinger seconded the motion which carried on roll call vote:

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

### **C. Five Year Education Capital Projects Plan FY25 - FY29**

Vince Walters moved for approval of the Five Year Education Capital Projects Plan FY25 - FY29. Whitney Riddle seconded the motion which carried on roll call vote:

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

#### **D. Approval of FY24 General Fund Budget Amendment**

Vince Walters moved for approval of the Approval of FY24 General Fund Budget Amendment. David Hammond seconded the motion which carried on roll call vote:

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

#### **E. Approval of the FY25 Consolidated Federal Application with budgets for fiscal year 2025 and for all subsequent amendments**

Whitney Riddle move for the approval of the FY25 Consolidated Federal Application with budgets for fiscal year 2025 and for all subsequent amendments. Vince Walters seconded the motion which carried on roll call vote:

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

#### **F. Approval of the SY24-25 Supplements**

Vince Walters moved for approval of the SY24-25 Supplements. David Hammond seconded the motion which carried on roll call vote:

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

### **G. 2024-2025 Salary/Wage Schedules**

Vince Walters moved for approval of the 2024-2025 Salary/Wage Schedules. Gregg Huddleston seconded the motion which carried on roll call vote:

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

### **H. Lewis Group Architects**

#### **1. Daniel Boone High School and David Crockett High School Athletic Upgrades Budget Worksheet**

#### **2. Approval of PCO for David Crockett High School baseball lights feed and relocation of poles; Line Item 141E 76100-799**

Vince Walters move to not approve of "item 1". Whitney Riddle seconded the motion which carried on roll call vote:

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

Vince Walters move for approval of "Item 2" footing undercut at Daniel Boone High. Due to lack of a second, the motion failed.

Whitney Riddle move for approval of "Item 2" footing undercut at Daniel Boone High. Gregg Huddleston seconded the motion which carried on roll call vote:

- Annette Buchanan: *absent*
- Chad Fleenor: *absent*
- Gregg Huddleston: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Keith Ervin: *no*
- Mary Beth Dellinger: *yes*
- David Hammond: *yes*

Vince Walters moved to not approve of "Item 3" underground line placement. Whitney Riddle seconded the motion which carried on roll call vote:

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

Mary Beth Dellinger moved for approval of "Item 4" Baseball lights at David Crockett High School. Vince Walters seconded the motion which carried on roll call vote:

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

Vince Walters moved for approval of "Item 5" Site utilities at David Crockett High School; \$42,791.19. Mary Beth Dellinger seconded the motion which carried on roll call vote:

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

Whitney Riddle made a motion that all current extra expenses; and moving forward pertaining to both Daniel Boone High and David Crockett High Schools' athletic projects be presented to the County Commission for reimbursement. Gregg Huddlestone seconded the motion which carried on roll call vote:

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

#### **H. Consideration to award bid for printers in the CTE programs at Daniel Boone High and David Crockett High; Funded by ISM Grant**

Whitney Riddle award bid to Grimco Inc.; for printers in the CTE programs at Daniel Boone High and David Crockett High; Funded by ISM Grant. Keith Ervin seconded the motion which carried on roll call vote:

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

#### **J. MOU with Crossroads Christian Church for use of the parking lot adjacent to Daniel Boone High School**

### **K. Review of bid specifications and approval for the South Central Elementary Septic System Repair**

David Hammond move approval of the bid specifications and approval to release bids for the South Central Elementary Septic System Repair; authorize exec committee to award bid. Vince Walters seconded the motion which carried on roll call vote:

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

### **L. Renewal of Property Insurance**

David Hammond moved for renewal of the Property Insurance with Liberty Mutual June 25th for time to receive information from TRMT. Vince Walters seconded the motion which carried on roll call vote:

Keith Ervin made a motion to amend the motion to defer the property insurance to the June 25th workshop to allow time to receive cost information from Tennessee Risk Management Trust. Mary Beth Dellinger seconded the motion which carried on roll call vote:

- Annette Buchanan: *absent*
- Chad Fleenor: *absent*
- Gregg Huddleston: *yes*
- Mike Masters: *no*
- Whitney Riddle: *no*
- Vince Walters: *yes*
- Keith Ervin: *yes*
- Mary Beth Dellinger: *yes*
- David Hammond: *yes*

The motion as amended carried on roll call vote:

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

**M. Consideration of extending the optical reimbursement program for all full-time employees**

Gregg Huddleston move for approval to extend the optical reimbursement program for all full-time employees. Mary Beth Dellinger seconded the motion which carried on roll call vote:

- Annette Buchanan: *absent*
- Chad Fleenor: *absent*
- Gregg Huddleston: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *no*
- Vince Walters: *yes*
- Keith Ervin: *yes*
- Mary Beth Dellinger: *yes*
- David Hammond: *yes*

**IX. Additional Agenda Items Requested**

**A. Review and consideration of the bid for the intercom replacement at Lamar Elementary; Line Item 141E 71100-708**

Vince Walters moved to award low bid to CES Corporation for the intercom replacement at Lamar Elementary; \$51,200.00; Line Item 141E 71100-708. Mary Beth Dellinger seconded the motion which carried on roll call vote:

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

**B. Request for Approval to release bids for a Large Format Heat Press(KF-4464 Twin EVO-Pro);CTE program at Daniel Boone High School; Funded by ISMGrant**

Vince Walters moved for approval to release bids for a Large Format Heat Press(KF-4464 Twin EVO-Pro);CTE program at Daniel Boone High School; Funded by ISMGrant. David Hammond seconded the motion which carried on roll call vote:

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

**C. Purchase Orders**

**1. Purchase Order 35500; TNTP Inc., New York, NY; ELA Curriculum Implementation Support; 4th Installment; Contract #CC21090266; System-wide; \$18,200.00; Line Item 142E 72210-399-951**

**D. Purchase Order 2434; GovConnection, Inc.; Merrimack, NH; CTE program at Daniel Boone High School; Dell PC; Sourcewell contract 121923; Funded by ISM grant; \$23,813.85; Line Item 141E 71100 722 002**

**E. Purchase Order 2432; Ricoma International Corporation; Miami, FL; Sole Source; 20 Needle MT Series Multi-Head Embroidery Machine; CTE program at Daniel Boone High School; Funded by ISM Grant; \$22,625.00; Line Item 141E 71300 730 00000 002**

**F. Purchase Order 2429; School Specialty; Greenville,WI; Classroom chairs (26); Classroom computer table (13); CTE classroom at Daniel Boone High School; Omnia R191815; Funded by ISM Grant; \$10,001.63; Line Item 141E 71300 730 00000 002**

Vince Walters moved for approval of purchase orders; Purchase Order 35500; TNTP Inc., New York, NY; ELA Curriculum Implementation Support; 4th Installment; Contract #CC21090266; System-wide; \$18,200.00; Line Item 142E 72210-399-951, Purchase Order 2434; GovConnection, Inc.; Merrimack, NH; CTE program at Daniel Boone High School; Dell PC; Sourcewell contract 121923; Funded by ISM grant; \$23,813.85; Line Item 141E 71100 722 002, Purchase Order 2432; Ricoma International Corporation; Miami, FL; Sole Source; 20 Needle MT Series Multi-Head Embroidery Machine; CTE program at Daniel Boone High School; Funded by ISM Grant; \$22,625.00; Line Item 141E 71300 730 00000 002, Purchase Order 2429; School Specialty; Greenville,WI; Classroom chairs (26); Classroom computer table (13); CTE classroom at Daniel Boone High School; Omnia R191815; Funded by ISM Grant; \$10,001.63; Line Item 141E 71300 730 00000 002. Whitney Riddle seconded the motion which carried on roll call vote:

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

**X. Adjournment of Meeting and reconvene to long range planning work session**

**A. Long Range Strategic Plan**

The meeting was adjourned.

## WASHINGTON COUNTY BOARD OF EDUCATION

**June 25, 2024; 5:00 PM; Central Office; Board Workshop**

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

### **I. Call to order for the special called meeting**

### **II. Renewal of Property Insurance; Multiple Lines; 141 Fund**

It had been requested to obtain a quote from Tennessee Risk Management Trust to compare the current company, Liberty Mutual. It was noted a bidding process would be required and time does not allow for the process before the term expired. The Board requested the insurance be released for bids next year.

Chad Fleenor moved for approval to renew the property insurance with Liberty Mutual. Whitney Riddle seconded the motion which carried on roll call vote:

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

### **III. Old Jonesborough Elementary and Jonesborough Middle Property**

Mr. Masters said the Town of Jonesborough had reached out with interest of purchasing the old Jonesborough Middle School for \$1.3 million. The school system would be able to continue use of the current entrances to the properties. The offer did not include the road frontage at the old Jonesborough Elementary School. It was noted if the Board accepted the offer from the Town of Jonesborough there would be no realtor fees.

Vince Walters move to postpone any action until all board members were in attendance to discuss. Mary Beth Dellinger seconded the motion which carried on roll call vote:

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

#### **IV. ADJOURNMENT**

#### **V. Call to Order for the workshop**

#### **VI. Middle Schools' Baseball and Softball Programs**

Adam Knoblach the officials' assigner for baseball was present. Danny Weems the assigner for softball was unable to attend.

Athletic Directors Danny Good and Josh Kite received notification that beginning in the 2025 baseball and softball seasons they would be unable to fully provide officials to cover all the middle school games. Services could still be provided but at a limited number of games. There is a shortage of officials.

It was asked if reducing the number of teams, reduced the number of games, enforced timed games and run rules would help address the issue.

Mr. Knoblach said the number of games is the issue. If number of teams was reduced that would help.

Board members expressed wanting to keep the current teams and importance of the community feel.

Athletic Director Josh Kite presented and on behalf of Athletic Director Danny Good the current layout of middle school baseball and softball teams. Currently the only combined teams are West View Elementary and Lamar Elementary for softball. The projected enrollment numbers of students per school and also the returning players for next season was also presented.

Mr. Kite presented three options for the board consideration:

- Maintain the current layout (could include Saturday ball)
- Forming two consolidated teams per each side of county (competing Class AA)
- Establish a farm system type setup (ex. minor and major system)

Superintendent Boyd recommended the Board consider a plan in August to allow the subject to be an agenda item at the next Board meeting and permit community members to speak.

## **VII. Academics**

**A. Summer School Update**

**B. 2023-2024 TCAP Report**

**C. AMP 2024**

**D. 2023-2024 EOC Data Review**

## **VIII. Finance**

**A. Monthly Financials**

**B. Purchase Orders**

**1. Purchase Order 2319; Skyward; Stevens Point, WI; Financial System Renewal; \$68,485.32; 141 Fund; Line Item 72250399**

**2. Purchase Order 2320; Imagine Learning; Tempe, AZ; TN Virtual Learning Academy Site Licenses; Asbury, Daniel Boone High, David Crockett High; \$76,460.28; 141 Fund; Line Item 72250399**

**3. Purchase Order 2937; Frontline Technologies Group LLC; Philadelphia, PA; Frontline-Absence Management Renewal; \$30,100.35; 141 Fund; Line Item 71100399**

**C. ThoughtExchange; Rossland, BC, Canada; I.T. Software Program Annual Renewal -- August 1, 2024 - July 31, 2025; System-wide; \$37,865; Line Item 141E 72250-399**

**D. Differentiated Pay Plan; Multiple Lines; 141 Fund**

## **IX. Operations**

**A. Updates**

**B. MOU with Crossroads Christian Church for use of parking lot adjacent to Daniel Boone High School**

The MOU is currently in review.

**C. Request for purchase of 2 vans for the school nutrition department; Mercedes-Benz of Nashville; State Contract 80121; \$115,893.30; Line Item 141E 72710-729**

It was requested other purchasing options be explored and presented at the next workshop.

**D. Request for purchase of 3 large propane buses; and request to release bids for 3 small buses; Funded by County Education Capital Funds**

Dr. Adams said this was to be proactive to ensure getting the vehicles. He said the diesel buses purchased two years ago had yet to be received.

**E. Propane Renewal; Line Item 141E 72620-335-000-00012**

**F. Review of bids for the septic system repair at South Central Elementary; Line Item 72610-434-000-00012**

No bids were received. Bids will be released again.

**G. Driveway at Gray Elementary**

The Board discussed the driveway that is located on the property owned by the school system and being utilized by the property owner next door. The Board will consider making an offer to the owner to purchase the driveway area.

**H. Transportation Report**

**I. Adjacent Ridgeview Elementary property modifications**

No recommendation.

**X. Policy Review (First Readings)**

The Board reviewed the policies reflected by changes in state law. The Board will consider to waive first reading and pass the policies on second reading.

**A. Policy 1.501 Visitors to the Schools**

**B. Policy 1.800 School Calendar**

**C. Policy 2.403 Surplus Property Sales**

**D. Policy 2.806 Bids and Quotations**

**E. Policy 3.202 Emergency Preparedness Plan**

**F. Policy 3.205 Security**

**G. Policy 3.400 Student Transportation Management**

**H. Policy 4.401 Class Size Ratios**

**I. Policy 4.213 Family Life Curriculum**

**J. Policy 4.600 Grading System**

**K. Policy 4.704 Promotion and Retention**

**L. Policy 5.307 Physical Assault Leave**

**M. 5.701 Substitute Teachers**

**N. Policy 4.214 Use of Artificial Intelligence Programs**

**O. Policy 4.301 Interscholastic Athletics**

**P. Policy 4.403 Library Materials**

**Q. Policy 5.802 Qualifications and Duties of the Director of Schools**

**R. Policy 6.203 School Admissions**

**S. Policy 6.318 Admissions of Suspended or Expelled Students**

**T. Policy 6.300 Code of Conduct**

**U. Policy 6.309 Zero Tolerance Offenses**

**V. Policy 6.316 Suspension**

**W. Policy 6.4052 Opioid Antagonist**

**X. Policy 6.409 Reporting Child Abuse**

**Y. Policy 6.317 Student Discipline Hearing Authority**

**Z. Policy 6.200 Attendance**

**AA. Policy 6.3401 Title IX and Sexual Harassment**

**AB. Policy 5.305 Family and Medical Leave**

**AC. Policy 3.3161 Discipline for students receiving Special Education**

**XI. Student Supports**

**A. Code of Conduct/Discipline Matrix**

**XII. Superintendent**

**XIII. Annual Agenda**

**XIV. Overnight Trip Request:**

**David Crockett High School**

**Volleyball Team**

**Emory and Henry University**

**July 16-18-, 2024**

**XV. Adjournment**

School	-2	-1	0	1	2	3	4	5	6	7	8	9	10	11	12	Total
Boones Creek Elementary School	10	31	42	106	88	94	79	101	82	85	68	0	0	0	0	786
Daniel Boone High School	0	0	0	0	0	0	0	0	0	0	0	304	272	291	290	1157
David Crockett High School	0	0	0	0	0	0	0	0	0	0	0	301	280	298	284	1163
Fall Branch Elementary School	0	2	19	33	22	24	37	27	26	20	39	0	0	0	0	249
Gray Elementary School	0	11	51	52	52	56	50	62	56	57	51	0	0	0	0	498
Grandview Elementary School	5	24	59	60	69	52	67	61	46	69	69	0	0	0	0	581
Jonesborough Elementary School	0	2	28	106	93	105	111	88	94	95	114	0	0	0	0	836
Lamar Elementary School	0	24	35	38	51	46	31	36	46	45	42	0	0	0	0	394
Ridgeview Elementary School	5	7	19	64	93	82	85	69	86	103	79	0	0	0	0	692
South Central Elementary School	0	0	10	23	15	25	24	17	12	16	17	0	0	0	0	159
Sulphur Springs Elementary School	0	0	26	30	37	47	37	54	41	40	38	0	0	0	0	350
University School	0	0	21	20	19	20	24	44	53	53	52	84	81	85	75	631
West View Elementary School	0	0	21	28	31	30	30	39	27	31	31	0	0	0	0	268
Tennessee Virtual Learning Academy	0	0	0	0	0	0	0	0	0	0	0	4	7	5	15	31
<b>Total:</b>	20	101	331	560	570	581	575	598	569	614	600	693	640	679	664	7795



## **Monthly Facility Tracker reports**

All Locations -

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

WVES -

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

SSES -

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

SCES -

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

RVES -

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

LES -

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

JMS -

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

JES -

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

GES -

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

GVES -

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

FBES -

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

DCHS -

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

DBHS -

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

BCES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=475154ae-7197-4f43-8ec4-6b9764458>

[b84](#)

Midway -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=ec7f00ea-3b78-41db-9542-060401a41>

[1e6](#)

Bus Garage -

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

Warehouse -

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

Central Office -

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

Washington County Department of Education  
School Educational OVERNIGHT Trip Authorization\*

Date of Request 6/10/2024 School David Crockett Trip Date July 16-18

Estimated time of departure 8:00am 7/16 and return 7:00pm 7/18 total time away 3 days

Destination (include location) Emory and Henry University

Teacher Coach Hippenstiel Class 2024 Lady Pioneers Volleyball Grade 9-12

Coach Pleasant Team \_\_\_\_\_

Chaperones Ashton Hippenstiel Number of Students Involved 25

Amy Pleasant Estimated Total Miles (both ways) of Trip 104

Jerry Day Tucker Knouse

Bus Driver/Number Jerry Day 120 Bus Driver/ Number 120

Will Chaperones have a list (roll) that they are responsible for? Yes

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? Yes

Will you have on file parental release forms signed by parents or legal guardians? Yes

Explain the educational value of the trip: Learning to work as a team and a unit on the volleyball court while also representing our school in a competitive atmosphere.

Total Cost Estimate \$1,000

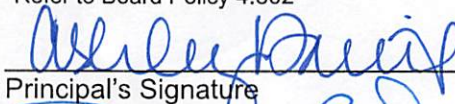
Plans for meeting the costs \_\_\_\_\_

Transportation cost for educational trips shall be calculated in the following manner:

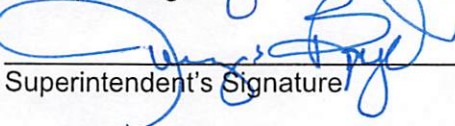
- \$16.00 per hour for driver (2 hour minimum)
- \$ 3.15 per hour to cover fixed charges (SS, retirement. etc.)
- \$19.15** total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of **\$.75** per mile.

\*Refer to Board Policy 4.302

  
Principal's Signature

6/19/24  
Date

  
Superintendent's Signature

6-19-2024  
Date

Date Approved by the Board of Education \_\_\_\_\_

**PURCHASING DEPARTMENT**  
**WASHINGTON COUNTY BOARD OF EDUCATION**

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

**PURCHASE ORDER**

TO **SKYWARD**  
**STEVENS POINT WI 54482**

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

**NOTICE TO VENDOR**

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

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

Articles on this order must be charged to account of

	ARTICLES OR SERVICES	CODE	QUANTITY & UNIT	UNIT PRICE	TOTAL
	(Unless otherwise stated all prices F.O.B. Destination)				
①	FINANCIAL MANAGEMENT CORE LICENSE			\$	28,596.48
②	TRUE TIME LICENSE				16,248.00
③	SUPPORT FEE - BUSINESS SUITE				14,704.44
④	SCHOOL BASED ACTIVITY ACCOUNTING LICENSE				8,124.00
⑤	FIXED ASSETS LICENSE				406.20
⑥	INSURANCE TRACKING LICENSE				406.20
	<b>GRAND TOTAL - INCLUDING ALL ATTACHED PAGES</b>			\$	<b>68,485.32</b>

**SUBJECT TO THE FOLLOWING CONDITIONS**

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

**IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER**

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



**Invoice Detail**

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

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

\* Invoice was emailed.

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

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

Quantity represents student count unless minimum rate applies.

Total Extension **68,485.32**

**REMIT TO:**

SKYWARD ACCOUNTING DEPT  
2601 SKYWARD DRIVE  
STEVENS POINT, WI 54482

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

**Invoice Amount: 68,485.32**

**Remit Amount:**

**PURCHASING DEPARTMENT**  
**WASHINGTON COUNTY BOARD OF EDUCATION**

PURCHASE ORDER

Purchase Order **No 2320**

Date Issued **07-01-24**

Appropriation No. **72250399**

Dept. **INSTRUCTION**

School **Asbury; DBHS; DCHS**

**TO**  
**IMAGINE LEARNING**  
**PHOENIX AZ 85038**

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

**NOTICE TO VENDOR**

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

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

Articles on this order must be charged to account of

ARTICLES OR SERVICES	CODE	QUANTITY & UNIT	UNIT PRICE	TOTAL
(Unless otherwise stated all prices F.O.B. Destination)				
<b>TENNESSEE VIRTUAL LEARNING ACADEMY SITE LICENSES</b>				
<b>GRAND TOTAL - INCLUDING ALL ATTACHED PAGES</b>			\$	<b>76,460.28</b>

**SUBJECT TO THE FOLLOWING CONDITIONS**

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

**IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER**

**VENDOR'S COPY**

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

Authorized Signature

APPROVED:

Purchasing Agent



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

FY25  
141E 72250-399

# Invoice

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

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

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

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

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

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

**Wire and ACH Instructions:**

Account Name Imagine Learning LLC  
Account Number 951761233  
Routing/ABA Number 122100024  
SWIFT # CHASUS33  
Bank Name JPMorgan Chase Bank  
New York, NY 10017



# Invoice

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

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

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

<b>Subtotal</b>	\$76,460.28
<b>Total</b>	\$76,460.28
<b>Amount Due</b>	\$76,460.28



# Price Quote

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

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

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

141E 72250-399

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

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

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

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

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

Washington County Board of Education

Signature: \_\_\_\_\_  
 Print Name: Jerry Boyd  
 Title: Superintendent  
 Date: 8-7-2023

Imagine Learning Representative

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

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



# Price Quote

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

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

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

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

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

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



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

# Price Quote

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

<b>Subtotal</b>	\$262,449.50
<b>Discount</b>	(\$26,244.95)
<b>Total</b>	\$236,204.55

**PURCHASING DEPARTMENT  
WASHINGTON COUNTY BOARD OF EDUCATION**

**PURCHASE ORDER**

Purchase Order **No 2317**

Date Issued **07-01-24**

Appropriation No. **71100349**

Dept. **HUMAN RESOURCES**

School

**TO**  
**FRONTLINE TECHNOLOGIES GROUP LLC**  
**PHILADELPHIA PA 19178**

**NOTICE TO VENDOR**

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

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

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

Articles on this order must be charged to account of

ARTICLES OR SERVICES (Unless otherwise stated all prices F.O.B. Destination)	CODE	QUANTITY & UNIT	UNIT PRICE	TOTAL
① HUMAN CAPITAL MANAGEMENT				\$ 29,282.58
② ABSENCE AND SUBSTITUTE MANAGEMENT				30,100.35
<b>GRAND TOTAL - INCLUDING ALL ATTACHED PAGES</b>				<b>\$ 59,382.93</b>

**SUBJECT TO THE FOLLOWING CONDITIONS**

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

**VENDOR'S COPY**

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

Authorized Signature

**APPROVED:**

Purchasing Agent



# INVOICE

Acct #: 9015061  
#INVUS198772

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

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

### PAYMENT INFORMATION

**Please send checks to:**

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

**To make payment via ACH/EFT:**

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

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

Please send remittance advice to [Billing@FrontlineEd.com](mailto:Billing@FrontlineEd.com).

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

Qty	Description	Start	End	End User	Rate	Amount
1	Human Capital Management - Recruiting & Hiring Bundle	7/1/2024	6/30/2025	9015061 Washington County School District (TN)	\$29,282.58	\$29,282.58

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

SUBTOTAL \$29,282.58

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



# INVOICE

Acct #: 9015061  
#INVUS198773

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

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

### PAYMENT INFORMATION

**Please send checks to:**

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

**To make payment via ACH/EFT:**

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

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

Please send remittance advice to [Billing@FrontlineEd.com](mailto:Billing@FrontlineEd.com).

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

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

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

SUBTOTAL \$30,100.35

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

## Fulcrum Management Solutions Inc.

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

## Service Order

### Customer Information

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

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

**Ship To (if different than Bill To):**

Address:  
 Postal/Zip Code:

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

### Order Details

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

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

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

### Product Details

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

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



**Purchase Order Information**

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

Customer Purchasing Contact Email:

Any purchasing or vendor registration documents can be directed to [accounts@thoughtexchange.com](mailto:accounts@thoughtexchange.com)

**Terms and Conditions**

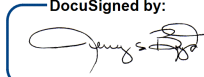
The services described in this order are governed by the Subscription Terms found at: <https://thoughtexchange.com/subscription-terms>

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

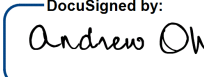
**Acceptance**

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

**Washington County School District**

DocuSigned by:  
  
By: \_\_\_\_\_  
02DE7A751231414...  
Jerry Boyd  
\_\_\_\_\_  
Print Name Above  
  
Superintendent  
\_\_\_\_\_  
Title  
  
June 10, 2024 | 08:23:30 PDT  
\_\_\_\_\_  
Date

**Fulcrum Management Solutions Inc.**

DocuSigned by:  
  
By: \_\_\_\_\_  
9EA25F9F42474FF...  
Andrew Oh  
\_\_\_\_\_  
Print Name Above  
  
CFO  
\_\_\_\_\_  
Title  
  
June 10, 2024 | 08:24:12 PDT  
\_\_\_\_\_  
Date

**Certificate Of Completion**

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

**Record Tracking**

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

**Signer Events**

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

**Signature**

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

**Timestamp**

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

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

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

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

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

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

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

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

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

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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### **Withdrawing your consent**

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

### **Consequences of changing your mind**

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

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

electronically from us.

**How to contact Thoughtexchange:**

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

To contact us by email send messages to: [accounts@thoughtexchange.com](mailto:accounts@thoughtexchange.com)

**To advise Thoughtexchange of your new e-mail address**

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

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

**Required hardware and software**

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

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

**Acknowledging your access and consent to receive materials electronically**

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

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

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



# Baseball/Softball

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

# Current Layout

## Baseball

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



## Softball

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



# Projected Enrollment Numbers SY25

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

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

# Returning Players

## Baseball

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

## Softball

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

# 6<sup>th</sup> Grade Making the Adjustment in Baseball/Softball



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

# Presentation of Three Options

# Option 1

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

# Potential Mock Schedule for Option 1 (Saturdays)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Option 2

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

## **South Side Combined Teams:**

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

## **North Side Combined Teams:**

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

# Option 3

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

# OPTIONS



Questions?

*[Handwritten scribbles]*

**PURCHASING DEPARTMENT**  
**WASHINGTON COUNTY BOARD OF EDUCATION**

Purchase Order **No 1678**

Date Issued *6/27/24*

Appropriation No. *72210524*

Dept. *School Improvement*

School *SSES/WVI/6*

**PURCHASE ORDER**

TO *Solution Tree*

**NOTICE TO VENDOR**

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

Deliver to  
Address  
Via

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

Articles on this order must be charged to account of

ARTICLES OR SERVICES	CODE	QUANTITY & UNIT	UNIT PRICE	TOTAL
(Unless otherwise stated all prices F.O.B. Destination) <i>SP0025 Professional Dev.</i>				<i>\$13,000.00</i>
<i>*Per Mr Bogal - time sensitive</i>				
<b>GRAND TOTAL - INCLUDING ALL ATTACHED PAGES</b>				<i>\$13,000.00</i>

**SUBJECT TO THE FOLLOWING CONDITIONS**

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

**IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER**

**VENDOR'S COPY**

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

*[Signature]*  
Authorized Signature

APPROVED:

*[Signature]*  
Sandra Good  
Purchasing Agent



# Solution Tree

555 North Morton Street  
Bloomington IN 47404  
United States

Phone: 800-733-6786  
Fax: 812-336-7790

www.SolutionTree.com

# Invoice

#S303532

6/27/2024

**Bill To**

Washington Co. Schools  
405 W College St  
Jonesborough TN 37659  
United States

**Ship To**

West View Elementary  
2847 Old State Route 34  
Limestone TN 37681  
United States

**AMOUNT DUE**

**\$13,000.00**

**Due Date: 7/27/2024**

PO #	Due Date	Terms	Customer ID	Shipping Method
Contract Agreement	7/27/2024	Net 30	130235	Not Applicable

Item	Unit Price	Quantity	Extension
SPD025 Professional Development	\$13,000.00	1	\$13,000.00

Assessment with Peter Marshall scheduled for October 15-16, 2024.

To pay for this invoice via credit card, please visit [payments.solutiontree.com](https://payments.solutiontree.com).

Tracking Number(s):

Subtotal	Sales Tax Total	Shipping Cost	Total	Amount Paid	Amount Due
\$13,000.00	\$0.00	\$0.00	\$13,000.00	\$0.00	\$13,000.00

CUSTOMER FUEL AGREEMENT

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

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

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

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

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

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

Signed and agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2024

  
\_\_\_\_\_  
Blossman Gas Representative

\_\_\_\_\_  
Customer Representative

6/17/24  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## FIRST READING

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

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

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

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

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

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

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

1 CONSEQUENCES FOR CODE OF CONDUCT VIOLATION

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

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

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Legal References

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

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Cross References

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

1

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

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

7 The regular school year shall be 200 days<sup>1</sup> and scheduled as follows:

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

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

16 **STUDENT ATTENDANCE DAYS**

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

20 **IN-SERVICE EDUCATION**

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

23 **DISCRETIONARY DAYS**

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

28

29

1

3

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Legal References

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

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Cross References

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

4

1

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

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

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

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

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

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

15 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS<sup>6</sup>**

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

- 19 1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be  
20 retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or
- 21 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be  
22 retained or sold, and the awarding agency shall have a right to an amount calculated by  
23 multiplying the current market value or proceeds from sale by the awarding agency's share of  
24 the equipment.  
25  
26

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Legal References

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

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Cross References

- Duties of Officers 1.201  
Inventories 2.702

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

Textbooks 4.401

# Washington County Board of Education

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

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

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

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

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

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

## 17 **EXEMPTIONS FROM COMPETITIVE BIDDING**

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

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

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**Legal References**

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

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**Cross References**

Executive Committee 1.301  
Consultants 1.303  
Conflict of Interest 5.601

1

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

2 *General*

3 The Director of Schools shall be responsible for developing, maintaining, and acquiring board  
 4 approval of the district Emergency Preparedness Plan<sup>1</sup> which shall include procedures for bomb  
 5 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and  
 6 medical emergencies.

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

10 **FIRE AND SAFETY DRILLS**

11 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)  
 12 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.  
 13 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted  
 14 throughout the year.<sup>2</sup>

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

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

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

24 **ANNUAL DRILLS<sup>5</sup>**

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

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

## 1 **AED DRILLS<sup>7</sup>**

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

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

## 6 **MEDICAL EMERGENCIES/PANDEMIC FLU<sup>7</sup>**

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

## 11 **REMOTE LEARNING DRILLS<sup>8</sup>**

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

15

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### Legal References

1. [TRR/MS 0520-01-02-.30\(2\); TCA 49-6-804; TCA 49-6-805\(8\)](#)
2. [TCA 68-102-137\(b\)](#)
3. [TCA 68-102-137\(f\)](#)
4. [Public Acts of 2024, Chapter No. 563](#)
5. [TCA 49-6-807](#)
6. [TCA 49-2-122; TCA 49-6-1208; Public Acts of 2024, Chapter No. 625](#)
7. [TCA 49-6-3004\(a\), \(e\); TCA 49-5-404](#)
8. [TCA 49-2-139](#)

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### Cross References

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

16

# Washington County Board of Education

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

## 1 *General*<sup>1</sup>

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

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

11

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

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

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

## 25 **AFTER SCHOOL HOURS**

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

## 1 **LAW ENFORCEMENT SERVICES<sup>1</sup>**

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

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

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

## 34 **CYBERSECURITY<sup>6</sup>**

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

---

Legal References

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

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Cross References

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

1

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

2 *General*

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

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

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

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

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

15 **SCHOOL BUS DRIVERS**

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

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

25 **TRANSPORTATION SUPERVISOR<sup>6</sup>**

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

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

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

## 6 **COMPLAINT PROCESS<sup>7</sup>**

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

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

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

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

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

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

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

## 31 **RECORDKEEPING<sup>8</sup>**

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

- 34 1. Bus maintenance and inspections forms;

35

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

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

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Cross References

Bus Safety and Conduct 6.308  
Homeless Students 6.503

14

# Washington County Board of Education

Monitoring: <b>Review: Annually</b>	Descriptor Term:  <h2 style="text-align: center;">Class Size</h2>	Descriptor Code: <b>4.401</b>	Issued Date: <b>02/05/15</b>
		Rescinds: <b>4.401</b>	Issued: <b>05/07/98</b>

1 Class shall be limited to the following maximum class sizes:<sup>1</sup>

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

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

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

## 14 **SPLIT CLASSES**

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

## 18 **WAIVERS**

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

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

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

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

1

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

2 *General*

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

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

8 **FAMILY LIFE INSTRUCTION**

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

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

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

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

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

## 17 TRAINING ON INSTRUCTION

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

## 20 REPORTING<sup>2</sup>

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

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### Legal References

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

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

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

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

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

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

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

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

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

18 **Grading Procedure: Grade 1**

19 Grading Legend

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

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

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

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

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

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

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

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

19 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)<sup>1</sup>**

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

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

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

1       □ F (0-59)

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

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

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

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

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

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

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

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

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

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

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

### 26      **LOTTERY SCHOLARSHIP DAY**

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

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#### Legal References

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

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#### Cross References

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

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

Promotion and Retention 4.603  
Transcript Alterations 4.608

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

1 *General*

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

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

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

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

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

31 **VOLUNTARY RETENTION**

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

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

## 6 **PROMOTION PLANS<sup>6</sup>**

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

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

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

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

## 30 **RETENTION<sup>7</sup>**

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

### 33 *Decision of Retention – General<sup>9</sup>*

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

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

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

#### 16 *Decision of Retention – Third Grade*<sup>10</sup>

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

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

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

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

#### 8 *Decision of Retention – Fourth Grade*<sup>10</sup>

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

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

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

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

#### 31 *Decision of Retention – Students with Disabilities*<sup>11</sup>

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

#### 36 **APPEALS**<sup>8,12</sup>

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

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

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 Legal References

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

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 Cross References

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

# Washington County Board of Education

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

*General*

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

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

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

**PHYSICIAN STATEMENT**

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

Legal References

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

Cross References

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

▪ <Policy Title>

<Descriptor Code>

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

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1

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

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

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

8 **APPLICATION/QUALIFICATIONS**

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

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

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

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

16 **COMPENSATION**

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

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

22 **CERTIFICATION**

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

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

1

2 **EMERGENCY NEEDS**

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

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

9 **TRAINING AND ORIENTATION**

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

13 **RESPONSIBILITIES**

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

16 **RE-EMPLOYMENT/TERMINATION**

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

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

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 Legal References

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

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 Cross References

Background Investigations 5.118  
 Employment of Retirees 5.119

22

1

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

2 *General*

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

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

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

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

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

18 **STAFF USE**

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

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

- 1 2. Employees shall take all reasonable precautions to ensure the security of private student data  
2 when utilizing AI programs;
- 3
- 4 3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in  
5 order to reduce the risk of errors and inaccuracies;
- 6
- 7 4. Outputs shall not be incorporated into proprietary content or works; and
- 8
- 9 5. Employees shall become familiar with any additional guidelines for acceptable and responsible  
10 use of AI provided by the district.

## 11 STUDENT USE

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

## 15 ACADEMIC INTEGRITY

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

- 17 1. Effective use of generative AI;
- 18
- 19 2. When it is appropriate to use AI in assignments;
- 20
- 21 3. How to determine whether AI responses are accurate;
- 22
- 23 4. Users assume responsibility for incorporating AI content responsibly; and
- 24
- 25 5. The difference between cheating and seeking support.

## 26 NOTICE TO PARENTS

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

## 29 REPORTING

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

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### Legal References

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

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### Cross References

Use of the Internet 4.406



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

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

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

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

19 **INSURANCE & PHYSICAL EXAMINATIONS**

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

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

28 **SCHEDULING CONFLICTS**

29 No principal or teacher of any school under the control of the board shall dismiss his/her school or any  
30 group of students for the purpose of attending the practice of any interscholastic sport during the

1 school day without written permission from the board. <sup>7</sup> This does not prevent the inclusion of regular  
2 physical training lessons in the daily school program.

3 Students shall not be required to attend a school athletic event, or event related to participation on a  
4 school athletic team, if the event is on an official school holiday, observed day of worship, or religious  
5 holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full school  
6 days prior to the event.<sup>8</sup>

#### 7 **SEVERE WEATHER<sup>4</sup>**

8 Severe weather is any type of weather that could impede the safety of any athlete by compromising the  
9 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,  
10 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be  
11 discussed with all players, coaches, and officials, if applicable.

12 All coaches who oversee or participate in outdoor training, practice, or competition shall annually  
13 complete a heat illness prevention course approved by the Tennessee Department of Health as well as  
14 receive training on activity modifications based on environmental conditions.

#### 15 **PERSONAL CONDUCT AT SPORTING EVENTS**

16 Good sportsmanship and appropriate personal conduct are expected from all student athletes, coaches,  
17 and spectators.

18 In the event any student of Washington County Schools behaves in a manner that violates the Code of  
19 Acceptable Behavior, the school administration will impose appropriate discipline. Additionally, if any  
20 spectator, whether student or adult, behaves in a manner that results in TSSAA imposing a fine on the  
21 school for unruly behavior, then any such person will be barred from attending any extracurricular  
22 activities of the Washington County Schools until such fine has been reimbursed to the Board.

#### 23 **PROHIBITION AGAINST HAZING**

24 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or  
25 tolerate hazing activities.<sup>9</sup>

#### 26 **HOME SCHOOL STUDENT PARTICIPATION<sup>10</sup>**

27 Home school students shall be permitted to participate in accordance with TSSAA or TMSAA  
28 guidelines. If a school is not a member with these organizations, home school students that are zoned  
29 for the school shall be permitted to participate in interscholastic athletics to the same extent as other  
30 students.

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Legal References

1. [34 CFR § 106.41; 20 USCA § 1681 \*et seq.\*](#)
2. [TCA 49-6-310\(a\)](#)
3. [TRR/MS 0520-01-02-.08\(1\)](#)
4. [TCA 49-6-3601](#)
5. [TCA 29-20-403](#)
6. [20 USCA § 1232h\(c\); TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
7. [TCA 49-6-1002\(a\)](#)
8. [TCA 49-6-1002\(c\)](#)
9. [TCA 49-2-120](#)
10. [Public Acts of 2024, Chapter No. 639](#)

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Cross References

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

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

2 *General*

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

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

12 **STANDARDS<sup>2</sup>**

13 The library collection shall adhere to the following criteria:

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

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

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

# 1 COMPLAINTS<sup>4</sup>

## 2 Tier 1

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

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

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

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

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

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

## 32 Tier 2

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

## 38 Tier 3

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

## 5 **REMOVAL OF LIBRARY MATERIALS**

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

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### Legal References

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

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### Cross References

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

11

1

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

2 **QUALIFICATIONS**

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

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

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

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

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

17 **ESSENTIAL FUNCTIONS**

18 **General Administrative**

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

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

12   **Financial Management**

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

22   **Personnel Administration**

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

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

### 13   **Instructional Leadership**

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

### 28   **Community/Public Relations**

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

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

8        **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the board

9            and the director of schools. Salary to be determined by the board.

10       **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law

11            and the board's policy on evaluation of the director of schools.

12       **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and

13            level of work being performed by the person assigned to this position. They are not intended to be a

14            complete list of responsibilities, duties, and skills required of personnel so assigned.

15

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Legal References

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

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Cross References

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

16

1

# Washington County Board of Education

Monitoring: <b>Review: Annually</b>	Descriptor Term:  <h2 style="text-align: center;">School Admissions</h2>	Descriptor Code: <b>6.203</b>	Issued Date: <b>04/11/19</b>
		Rescinds: <b>6.203</b>	Issued: <b>05/07/98</b>

2 Any student entering school for the first time must present:

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

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

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

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

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

21 **ADJUDICATED DELINQUENT STUDENT<sup>6</sup>**

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

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

27

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

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

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

9  
10

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Legal References

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

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Cross References

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

11

12

# Washington County Board of Education

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

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

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

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

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

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

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## Legal References

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

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## Cross References

School Admissions 6.203  
Student Records 6.600

1

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

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

6 *Examples (not an exclusive list)*

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

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

16 The following levels of misbehavior and disciplinary procedures and options are standards designed to  
 17 protect all members of the educational community in the exercise of their rights and duties and to  
 18 maintain a safe learning environment where orderly learning is possible and encouraged.<sup>4</sup> These  
 19 misbehaviors apply to student conduct on school buses, on school property, and while students are on  
 20 school-sponsored outings. Staff members have the authority to enforce the code of conduct<sup>3</sup> and shall  
 21 ensure that disciplinary measures are implemented in a manner that:<sup>5</sup>

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

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

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

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

### 9 **Level I Offenses**

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

14 The examples below are not an exclusive list.

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

### 26 **Level II Offenses**

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

34 The examples below are not an exclusive list.

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

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

### 20 Level III Offenses

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

28 The examples below are not an exclusive list.

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

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

### Level IV (ZERO-TOLERANCE) Offenses

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

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

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

### MISBEHAVIORS: LEVEL I

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

#### *Examples (not an exclusive listing)*

- ~~● Classroom disturbances~~
- ~~● Classroom tardiness~~
- ~~● Cheating and lying~~
- ~~● Abusive language~~
- ~~● Failure to do assignments or carry out directions~~
- ~~● Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment<sup>6</sup>~~

#### *Disciplinary Procedures*

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

1 *Disciplinary Options*

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

13 **MISBEHAVIORS: LEVEL II**

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

18 *Examples (not an exclusive listing)*

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

24 *Disciplinary Procedures*

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

32 *Disciplinary Options*

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

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

### 3 ~~MISBEHAVIORS: LEVEL III~~

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

7 *Examples (not an exclusive listing)*

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

19 *Disciplinary Procedures*

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

28 *Disciplinary Options*

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

### 35 ~~MISBEHAVIORS: LEVEL IV~~

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

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

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

6 *Examples (not an exclusive listing)*

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

25 *Disciplinary Procedures*

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

39 *Disciplinary Options*

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

1 \*Designates zero-tolerance offenses.

2

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Legal References

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

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Cross References

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

3

1

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

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

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

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

18 **FIREARMS (as defined in 18 U.S.C. § 921)<sup>2</sup>**

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

22 **WEAPONS & DANGEROUS INSTRUMENTS**

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

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

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

### 3 **DRUGS**

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

### 8 **ASSAULT**

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

### 14 **ELECTRONIC THREATS**

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

### 21 **THREATS OF MASS VIOLENCE**

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

### 26 **NOTIFICATION**

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

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#### Legal References

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

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#### Cross References

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

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

Alternative Education 6.319  
Safe Relocation of Students 6.4081

1

# Washington County Board of Education

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

## 1 *General*

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

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

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

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

## 9 PROCEDURES FOR SUSPENSIONS

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

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

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

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

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

## 26 IN-SCHOOL SUSPENSION<sup>7</sup>

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

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

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

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

## 5 **SUSPENSIONS LONGER THAN FIVE DAYS<sup>8</sup>**

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

## 9 **SUSPENSIONS LONGER THAN TEN DAYS<sup>9</sup>**

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

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

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

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

## 22 **SCHOOL-SPONSORED EVENTS<sup>6</sup>**

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

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### Legal References

1. [TCA 49-2-203\(a\)\(7\); TCA 49-6-3401\(a\)](#)
2. [TCA 39-17-1309\(b\)](#)
3. [TCA 39-17-1309](#)
4. [TCA 53-10-101; TCA 39-17-454](#)
5. [Public Acts of 2024, Chapter No. 882](#)
6. [Public Acts of 2024, Chapter No. 915; TCA 39-13-101](#)
7. [TCA 49-6-3401\(i\)](#)
8. [TCA 49-6-3401\(d\)](#)
9. [TCA 49-6-3401\(b\)](#)
10. [TCA 49-6-3401\(c\)\(3\)](#)
11. [TCA 49-6-3401\(a\)-\(c\); Goss v. Lopez, 419 U.S. 565 \(1975\); 20 USCA § 1415](#)

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### Cross References

Traffic and Parking Controls 3.403  
 Code of Conduct 6.300  
 Procedural Due Process 6.302  
 Interference/Disruption of School Activities 6.306  
 Drug-Free Schools 6.307  
 Bus Safety and Conduct 6.308  
 Zero Tolerance Offenses 6.309  
 Dress Code 6.310  
 Student Disciplinary Hearing Authority 6.317  
 Alternative Education 6.319



<b>Washington County Board of Education</b>			
Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Opioid Antagonist</b>	Descriptor Code: <b>6.4052</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

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

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

12 **PARENTAL NOTIFICATION**

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

15 **PROCEDURES**

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

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Legal References

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

1

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

2 *General*

3 The-Director of Schools shall:<sup>1</sup>

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

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

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

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

26 **REPORTING**

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

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

3 The report shall include, to the extent known by the reporter:<sup>6</sup>

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

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

15 **CONFIDENTIALITY**

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

18 **INVESTIGATIONS**

19 School administrators and employees have a duty to cooperate, provide assistance, and information in  
 20 child abuse investigations<sup>7</sup> including permitting DCS teams to conduct interviews while the child is at  
 21 school. The principal may control the time, place, and circumstances of the interview but may not  
 22 insist that a school employee be present even if the suspected abuser is a school employee or another  
 23 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the  
 24 child is to be interviewed even if the suspected abuser is not a member of the child's household.<sup>8</sup>

25

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Legal References

1. TCA 49-6-1601
2. TCA 37-1-408; Public Acts of 2022, Chapter No. 841
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. Public Acts of 2022, Chapter No. 781
6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

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Cross References

- Recommendations and File Transfers 5.203
- Staff-Student Relations 5.610
- Interrogations and Searches 6.303
- Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
- Title IX & Sexual Harassment 6.3041
- Promoting Student Welfare 6.400

26

1

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

2 **~~DISCIPLINARY HEARING AUTHORITY<sup>1</sup>~~**

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

10 **CONSTITUTION OF THE SDHA**

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

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

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

24 The Chair shall also perform the following duties:

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

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

## 5 **CONDUCT OF THE HEARING**

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

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

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

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

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

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

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

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

#### 9 APPEAL TO THE DIRECTOR OF SCHOOLS<sup>5</sup>

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

#### 14 APPEAL TO THE BOARD OF EDUCATION<sup>5</sup>

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

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

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

#### 29 OVERSIGHT OF THE STUDENT DISCIPLINARY PROCESS

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

37 \* Note: Zero-tolerance offenses as set forth in statute require mandatory calendar year expulsion  
38 unless modified by the Director of Schools.

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Legal References

1. TCA 49-6-3401(c)(4) & (5)
2. TCA 49-6-3401(c)(4)(C)
3. TCA 49-6-3401(c)(4)(D)
4. TCA 49-6-3401(c)(5)
5. TCA 49-6-3401(c)(6)
6. *Newsome v. Batavia Local School District*, 842 F.2d 920 (6<sup>th</sup> Cir. 1988)

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Cross References

- Procedural Due Process 6.302
- Zero Tolerance Offenses 6.309
- Suspension 6.316
- Alternative Education 6.319
- Student Records 6.600

1

# Washington County Board of Education

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

## 2 *General*

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

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

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

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

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

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

22 Excused absences shall include:<sup>4</sup>

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

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

3 The principal shall be responsible for ensuring that:<sup>6</sup>

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

## 10 TRUANCY

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

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

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

### 28 *Progressive Truancy Plan*<sup>8</sup>

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

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

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

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

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

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

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

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

## 28 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY<sup>9</sup>**

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

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

## 40 **RELEASED TIME COURSE<sup>10</sup>**

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

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

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

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

## 12 **MAKE-UP WORK**

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

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

## 17 **STATE-MANDATED ASSESSMENT**

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

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

## 23 **CREDIT/PROMOTION DENIAL**

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

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

## 30 **DRIVER'S LICENSE REVOCATION<sup>2</sup>**

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

## 33 **ATTENDANCE HEARING<sup>12</sup>**

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

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

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

17

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Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b); Public Acts of 2023, Chapter No. 130
12. TRR/MS 0520-01-02-.17(7)

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Cross References

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

18

# Washington County Board of Education

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

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:** Title IX Coordinator

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

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

20 **Email:** [titleixcoordinator@wcde.org](mailto:titleixcoordinator@wcde.org)

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.

## 38 **GRIEVANCE PROCESS**

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

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

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

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

## 21 **Complaints**

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

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

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

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

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

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

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

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

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

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

19          All investigations shall:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 11   **RETALIATION**<sup>23</sup>

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

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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

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### Cross References

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

# Washington County Board of Education

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

## 1 ELIGIBILITY

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

## 6 GENERAL PRINCIPLES

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

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

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

## 26 MATERNITY/PATERNITY LEAVE

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

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

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

## 28       **LEAVE FOR A SERIOUS HEALTH CONDITION<sup>7</sup>**

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

## 36       **LEAVE FOR MILITARY FAMILY MEMBERS**

- 37       1. *Qualifying Exigency Leave<sup>8</sup>* - Eligible employees are entitled to up to twelve (12) workweeks  
 38       of leave because of any “qualifying exigency” arising out of the fact that the spouse, son,  
 39       daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been  
 40       notified of an impending call to active duty, or has been notified of an impending call to active  
 41       duty status in the Armed Forces. Qualifying exigencies may include:  
 42

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

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

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

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

## **INTERMITTENT LEAVE**<sup>10</sup>

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

## **RESTRICTIONS**

1. Notice Requirements

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

## 13 2. Certification Requirement<sup>14</sup>

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

## 30 3. Period Near the End of an Academic Term (Professional Employees)<sup>15</sup>

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

## 41 **REQUIREMENTS OF THE BOARD**<sup>16</sup>

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

- 1           3. The Board may recover the premium paid under the following conditions:  
2  
3           a. The employee fails to return from leave after the period of leave has expired; and  
4           b. The employee fails to return to work for a reason other than the continuation,  
5           recurrence, or onset of a serious health condition or other circumstances beyond the  
6           control of the employee.

---

Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at \*1—10 (6th Cir. Oct. 17, 2000)
2. 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4)
5. 29 CFR § 825.120(a)(3)
6. Public Acts of 2023, Chapter No. 399
7. 29 CFR § 825.113
8. 29 CFR § 825.126
9. 29 CFR § 825.124; 29 CFR § 825.127
10. 29 CFR § 825.202
11. 29 CFR § 825.302-825.304
12. 29 CFR § 825.207
13. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
14. 29 CFR § 825.305-825.313
15. 29 CFR § 825.602
16. 29 USCA § 2614

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Cross References

- Sick Leave 5.302  
Long-Term Leaves of Absence 5.304

# Washington County Board of Education

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

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

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

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

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

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

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

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

## 1 MANIFESTATION DETERMINATION REVIEW

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

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

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

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

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

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

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

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

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

## 1 **EXCEPTIONS TO “STAY-PUT” SPECIAL CIRCUMSTANCES**

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

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

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

## 19 **APPEAL RIGHTS FOR STUDENTS WITH DISABILITIES**

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

26 Alternatively, a student or parent/~~guardian~~ may request a due process hearing before an administrative  
27 law judge.  
28

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### Legal References

1. 34 C.F.R. § 300.530(b)(1)
2. T.C.A. 49-6-3401(c)(3)
3. 34 C.F.R. § 300.530(e)
4. 34 C.F.R. § 300.530 (e)(1)
5. 34 C.F.R. § 300.530 (e) and (f)
6. 34 C.F.R. § 300.530(d)(1)
7. 34 C.F.R. § 300.530(g)
8. 34 C.F.R. § 300.532

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### Cross References

Student Code of Conduct 6.300  
Procedural Due Process 6.302  
Zero Tolerance Offenses 6.309  
Suspension 6.316  
Student Disciplinary Hearing Authority 6.317  
Alternative Education 6.319  
Special Education Students 6.500

29

## ANNUAL AGENDA

### SEPTEMBER

Reorganization of the Board (To include two students from each high school per state rules)  
Report on opening of school  
School Visits  
Administrative Reports  
School Calendar

**Events:** TSBA Fall District Meeting

### OCTOBER

Appointment of committees (including Disciplinary Hearing Authority)  
Designation of staff members as management personnel for Collaborative Conferencing  
Textbook Selection Committees  
Review of Board's Strategic Plan

**Events:** New Board Chairman workshop  
New Board Member orientation  
Board Retreat

### NOVEMBER

Review of school activity funds  
Begin Director's Review

**Events:** TSBA Convention  
American Education Week

### DECEMBER

Compliance Report  
Complete Director's Review

**Events:** Christmas Dinner

## **JANUARY**

Recognition of new tenured teachers  
Review of Policies – Section I  
Self –evaluation by Board  
Budget Calendar

**Events:** School Board Week  
Mid-year Board Retreat

## **FEBRUARY**

Bus Bids  
Review of Policies – Section 2  
Principal Conferences with Director of Schools for budget requests  
Budget requests presented to Director of Schools from principals/department heads  
Quarterly meeting – Director’s evaluation

**Events:** TSBA Day on the Hill

## **MARCH**

Review of policies – Section 3

## **APRIL**

Textbook Selection  
Summer School Program  
Review of policies – Section 4  
Budget review and adoption

**Events:** Top Ten Banquet  
CTE Banquet

## **MAY**

Federal Projects approval  
Deadline for School Board Academy optional credit proposals  
Approval of fee waivers  
Approval of prices for meals

Review of policies – Section 5

**Events:** Teacher Appreciation Week  
Teacher of the Year Banquet  
Graduation

## **JUNE**

Review of policies – Section 6  
Review allowances and reimbursement guidelines  
Differentiated Pay Plan  
AL Policy

**Events:** SRO Luncheon

## **JULY**

Lost and Damaged Textbook Report  
Transportation Report (Inspection Report)  
Review Annual Agenda  
Personnel list/salaries  
Gifts and bequests

**Events:** New teacher Recognition Luncheon  
TSBA Law Institute

## **AUGUST**

Vehicle Authorization Report

Events: Recognition of retiring employees

*Eden Methodist Church*  
*1620 Mill Springs Rd*  
*Jonesborough TN 37659*  
*Tel 423-434-0175*



JUNE 23, 2024

Washington County Schools  
405 W College Street  
Jonesborough, TN 37659

RE: Portable Classroom

Dear Sir

On behalf of the Eden Church Council, we would appreciate a donation of an unused portable classroom for us to continue to enhance our Youth and Children's Ministry.

It would be a great addition to our property..

Thank you for your consideration.

Sincerely,

Eden Methodist Church

A handwritten signature in black ink that reads "John Rambo".

John Rambo

Church Council Chair

# **INTER-LOCAL AGREEMENT**

THIS INTER-LOCAL AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the TOWN OF JONESBOROUGH, TENNESSEE, hereinafter referred to as the Town; and WASHINGTON COUNTY, TENNESSEE, hereinafter referred to as the County; and the WASHINGTON COUNTY BOARD OF EDUCATION, hereinafter referred to as the Board of Education, and collectively referred to as the parties:

WHEREAS each of the parties to this agreement have previously entered into an interlocal agreement dated the 19<sup>th</sup> day of November, 2019 and subsequently amended on the 20<sup>th</sup> day of October, 2020, (hereinafter collectively referred to as the 2019 Interlocal Agreement) and

WHEREAS, the grounds of the Boones Creek School and the County athletic facilities adjacent to the Boones Creek School are the subjects of Paragraph 11 of the aforesaid 2019 Interlocal Agreement and the Town has certain responsibilities outlined in that Paragraph which reads as follows:

The Town will have responsibility (including any financial obligations) for maintenance of the exterior grounds of two separate parcels that Washington County previously purchased for (a) Boones Creek K-8 school; and (b) a public park/athletic facility complex, which shall include all property currently composing the site (such school and park/athletic facilities referred to collectively as the “Boones Creek Properties” and also real properties known as a certain fifty-seven and 47/100ths [57.47] acres, more or less, tract of land as shown by that certain survey by Charles T. Johnson, Jr. [TN#2405] dated December 17, 2016) to the same standard offered to other school and recreation facilities located in Washington County. This responsibility will begin on the Effective Date of the Facilities Lease, is in addition to the Town’s responsibility for the maintenance, management, and scheduling of the facilities and grounds of the Jonesborough facilities, and is agreed with the understanding that the Facilities Advisory Committee may review, advise, and recommend maintenance, management, and programming. The County will have sole

operating, management and scheduling responsibilities for the Boones Creek Properties unless otherwise agreed upon in writing.

, and

WHEREAS, the parties have agreed the School System is in the best position to complete the duties of Washington County contained in Paragraph 11 of the 2019 Interlocal Agreement, i.e., the operation, management, and scheduling responsibilities for the Boones Creek Properties, with compensation from Washinton County of \$60,000 annually for 10 years commencing in 2024, and

WHEREAS, with the parties agreeing the primary responsibilities under Paragraph 11 of the 2019 Interlocal Agreement for operating, managing, and scheduling for the Boones Creek Properties will remain the responsibility of the County under that agreement and that this agreement does not amend the original 2019 Interlocal Agreement between the parties, but only establishes a means for the County and the Board of Education to contract for the performances of those responsibilities of the County contained in Paragraph 11 of the 2019 Interlocal Agreement, then

WITNESSETH:

## **GENERAL**

The County shall pay to the Board of Education the sum of \$60,000 annually beginning on June 1, 2024 and each year thereafter for the 10-year period during which the County has responsibilities at Boones Creek School, which are entirely covered in paragraph 11 of the 2019 Interlocal Agreement.

The Board of Education will provide all services contemplated to be provided by the County in Paragraph 11 of the 2019 Interlocal Agreement for the 10-year period during which the County has responsibilities at Boones Creek School.

In the event the Board of Education shall fail to operate or maintain the property to the satisfaction of the County, or if the Board of Education should fail to schedule events on the property in a manner that satisfies the County, then the County Mayor shall discuss any concerns with the Director of Washington County Schools in good faith and attempt to resolve any concerns. In the event these concerns are not resolved to the satisfaction of the County, the County Commission may declare the Board of Education in default of this agreement and may terminate annual payments to the Board.

**AMENDMENTS TO AGREEMENT**

This Agreement may only be amended by the agreement of all three parties to this agreement in writing and approved by the Board of Mayor and Aldermen, the Board of Education and the County Commission.

**TERMINATION**

This Agreement cannot be terminated during the period of the 2019 Interlocal Agreement as it relates to the responsibilities contained in Paragraph 11 of that Agreement.

**EFFECTIVE DATE**

This Agreement shall take effect upon execution by the authorized representative of each party after approval of the governing body of each party and shall remain in full force and effect until canceled as provided herein.

IN TESTIMONY WHEREOF the parties have hereunto set their hands and seals on this this \_\_\_\_ day of \_\_\_\_\_, 2024 binding themselves, representatives, successors and assigns.

THIS INSTRUMENT HAS BEEN EXECUTED IN TRIPLICATE, ANY OF WHICH MAY BE TREATED AS AN ORIGINAL.

***THE REMAINDER OF THIS PAGE IS LEFT BLANK INTENTIONALLY***

ATTEST:

**MAYOR AND ALDERMEN  
OF THE TOWN OF**

JONESBOROUGH, TENNESSEE

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Approved as to form only:

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST:

**WASHINGTON COUNTY  
BOARD OF EDUCATION**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Approved as to form only:

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST:

**WASHINGTON COUNTY,  
TENNESSEE**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Approved as to form only:

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operating, management and scheduling responsibilities for the Boones Creek Properties unless otherwise agreed upon in writing.

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ATTEST:

**MAYOR AND ALDERMEN  
OF THE TOWN OF**

JONESBOROUGH, TENNESSEE

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Approved as to form only:

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST:

**WASHINGTON COUNTY  
BOARD OF EDUCATION**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Approved as to form only:

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST:

**WASHINGTON COUNTY,  
TENNESSEE**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Approved as to form only:

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**PURCHASING DEPARTMENT**  
**WASHINGTON COUNTY BOARD OF EDUCATION**

Purchase Order **No 2506**

Date Issued **7/11/24**

Appropriation No. **141E76100-399-002**

Dept. **CTE - 15m Grant**

School **Lamar**

**PURCHASE ORDER**

**TO**

**2 Squirrels Cabinets**

Deliver to **Lamar Elementary**

Address **3261 Hwy 81 S**

Via **Jonesborough, TN 37659**

Articles on this order must be charged to account of

**NOTICE TO VENDOR**

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

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

ARTICLES OR SERVICES	CODE	QUANTITY & UNIT	UNIT PRICE	TOTAL
(Unless otherwise stated all prices F.O.B. Destination)				
<b>Cabinets &amp; Countertops (Quote attached) &amp; (Price Inquiry)</b>				
<b>GRAND TOTAL - INCLUDING ALL ATTACHED PAGES</b>				<b>\$12,800<sup>00</sup></b>

**SUBJECT TO THE FOLLOWING CONDITIONS**

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

**IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER**

**VENDOR'S COPY**

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

---

Authorized Signature

**APPROVED:**

---

Purchasing Agent





**WASHINGTON**  
COUNTY SCHOOLS  
INSPIRE \* STRIVE \* THRIVE

PRICE INQUIRY FORM

VENDOR	DESCRIPTION OF ITEM FOR PRICE COMPARISON	PRICE QUOTED
Firm <u>2 Squirrels Cabinets</u> Address <u>3547 US 41E</u> <u>Limestone, TN 37681</u> Person Contacted <u>Jarrod</u> <u>Crum</u> Date <u>7/8/24</u>	<u>Cabinets + Countertops</u>	<u>\$12,800<sup>00</sup></u>
Firm <u>Lowes</u> Address <u>498 E Jackson</u> <u>Bld Jonesborough, TN 37659</u> Person Contacted <u>Megan</u> <u>Peisert</u> Date <u>7/9/24</u>	<u>Cabinets + Countertops</u>	<u>\$18,634<sup>00</sup></u>
Firm <u>Cabinets Direct</u> Address <u>125 E Jackson</u> <u>Bld STE 6 Jonesborough, TN 37659</u> Person Contacted _____ Date <u>5/30/24</u>	<u>Cabinets + Countertops</u>	<u>\$21,760<sup>00</sup></u>

Name of person obtaining inquiry Kelli Hauldren

---

## Fwd: quote for countertop and cabinetry at lamar school

1 message

---

**Kelli Hauldren** <hauldrenk@wcde.org>  
To: Hannah Woodward <woodwardh@wcde.org>

Mon, Jul 8, 2024 at 6:08 PM

Will you add this to the Lamar quote sheet? And then we just need the one from Lowe's.

Thanks!



**Kelli Hauldren, M.Ed.**  
CTE Supervisor, Washington County Schools

423-753-1100 | [www.wcde.org](http://www.wcde.org) | [hauldrenk@wcde.org](mailto:hauldrenk@wcde.org)  
405 W College Street Jonesborough, TN 37659

Create your WiseStamp email signature

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

From: **jarrod crum** <2squirrelscabinets@gmail.com>  
Date: Mon, Jul 8, 2024 at 4:45 PM  
Subject: quote for countertop and cabinetry at lamar school  
To: Kelli Hauldren <hauldrenk@wcde.org>

This quote is for the supplied design at Lamar school.

The scope of the work is mainly for the installation of the cabinets, bracing and understructure of the countertops, and the post form countertops themselves. We do not intend to remove or take down any furniture, or do any demolition work to the existing setup. This will be done by the Washington County school system in order to prep the job site. We intend to perform the work, after the floor has had its epoxy coating applied. We will use a protective cover to protect the new epoxy floor. Not included in the quote is a sink, faucet or reconnecting the plumbing. In short this quote is for the installation of the cabinetry and the countertop.

Details of the materials used will be a solid wood cabinet with full extension undermount slides and slow close hardware. The color will gray in color. For the bracing and legs of the countertops we intend yellow pine wood, this will be wrapped in trim the same color as the cabinets. The countertops will be wilson art color post form laminate with a waterfall edge. You will be able to select from standard stock colors, this is because the shortened timeframe of your project. If the timeframe is lengthened the entire color catalog of wilson art will be available and you can pick a custom color.

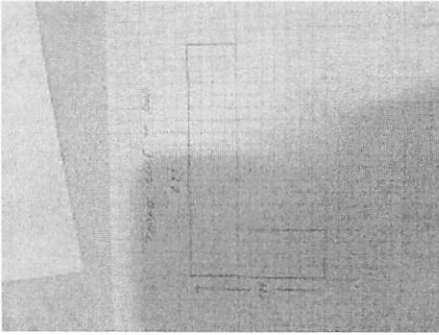
Due to the timeframe provided of getting the work done as quickly as possible we will make best speed. However due to materials suppliers (namely countertops) and other factors such as other contractors working on the project. We can not guarantee an august 1st completion date.

The design for the cabinet layout and countertop layout is attached is attached.

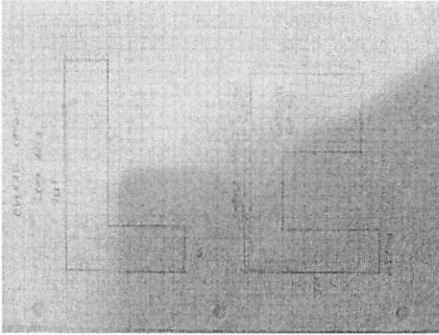
The total amount of the quote is \$12,800.00. This includes materials and labor to install.

---

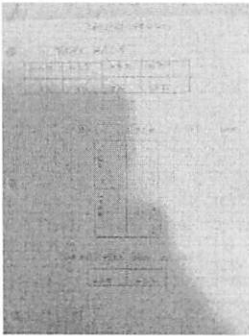
**3 attachments**



20240708\_163240.jpg  
2659K

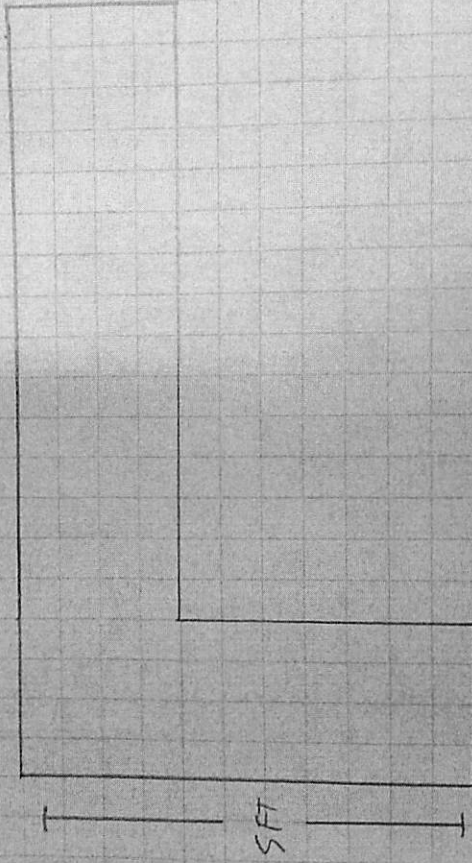


20240708\_163235.jpg  
2924K



20240708\_163227.jpg  
2848K

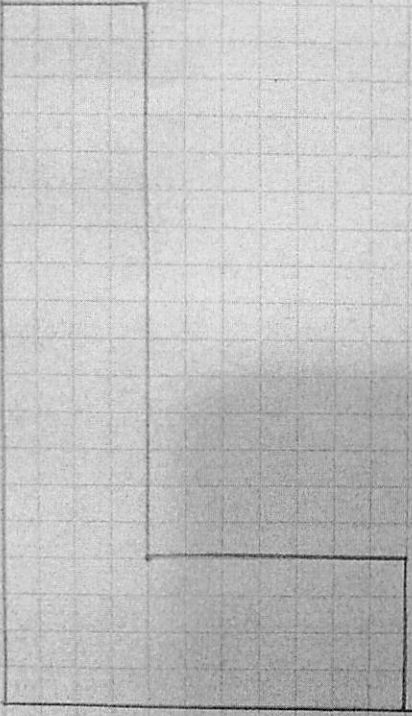
CORNER CLOSE TO DOOR  
6 FT



OVERALL LAYOUT

SINK AREA

176"



30"

CORNER OPPOSITE DOOR

7FT

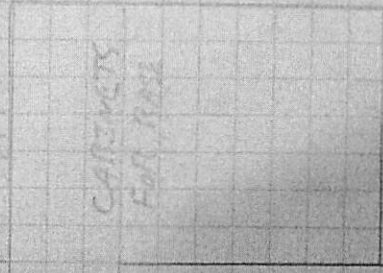
7FT

4FT

CABINETS

FOR AREA

6FT



7FT

1-2 FT

# CABINET DESIGN

## SINK AREA

W3036	W3036	W3036	W3615
B30	B30	B30	SB36

## CORNER AREA OPPOSITE DOOR

FH B36	FH B36
FH B36	FH B36

## CORNER AREA NEXT TO DOOR

W3036	W3036
-------	-------

---

**Fwd: [EXTERNAL] Re: Lowe's PRO Virtual Design**

1 message

---

**Kelli Huldren** <huldrenk@wcde.org>  
To: Hannah Woodward <woodwardh@wcde.org>

Wed, Jul 10, 2024 at 7:06 AM

Final quote.

Which one is the cheapest?



**Kelli Huldren, M.Ed.**  
CTE Supervisor, Washington County Schools  
423-753-1100 | [www.wcde.org](http://www.wcde.org) | [huldrenk@wcde.org](mailto:huldrenk@wcde.org)  
405 W College Street Jonesborough, TN 37659

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

From: **Peisert, Megan** <megan.peisert@lowes.com>  
Date: Tue, Jul 9, 2024 at 5:28 PM  
Subject: RE: [EXTERNAL] Re: Lowe's PRO Virtual Design  
To: Kelli Huldren <huldrenk@wcde.org>, Donna Widner <widnerd@wcde.org>  
CC: Clark, Kierra <kierra.clark@lowes.com>

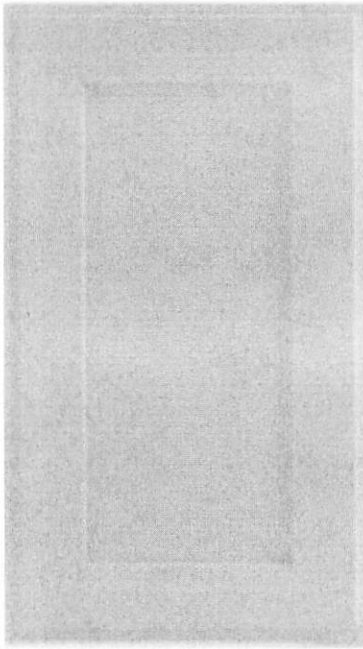
Hello Kelli and Donna,

It was great meeting with your guys regarding the Robotics class renovation project!

During our meeting, you expressed interested in white, shaker cabinets and laminate countertop.

Based on the blueprints and specifications you provided, I completed a preliminary design. I attached a few renderings of this design for you to review.

Your preliminary design was completed Reliabilt Parkstone Cabinets. These cabinets have a projected lead time of 3-5 business days.



#### Cabinetry Pricing

-

The estimated price for the cabinets in your preliminary design is \$8,421.58 before delivery, sales tax, and applicable discounts.

If you were to sign up for Lowe's MVPs Pro Rewards Program, Lowes has a program called Volume Savings that could allow a discount on the cabinets.

#### Countertop Pricing

-

The countertop we discussed is Allen + Roth's Azul Aran Laminate. This countertop would be about \$3,640.48, if installed to the preliminary plan.

Here are the countertop support brackets I would suggest CounterBalance Workstation bracket. I would suggest at least 20 of them. That would cost \$ 310.00.

#### Labor:

-

For this design the estimated labor would be about \$6,213.00. Please keep in mind, the installer will need to come out for a fee of \$49 to measure and provide a final labor quote.

#### The next step:

Please review the attachments and hyperlinks, and then let me know what you think about this preliminary design!

Feel free to call me at (704) 693 – 9601 or respond to this email with any questions and/or feedback.

The next step would be to schedule a virtual meeting (Via Microsoft Teams or phone call) to discuss pricing, design alterations, and to finalize your project plans once this is presented to the board. Please let me know what has been decided and we can set that design review meeting.

I look forward to further assisting you with your project!

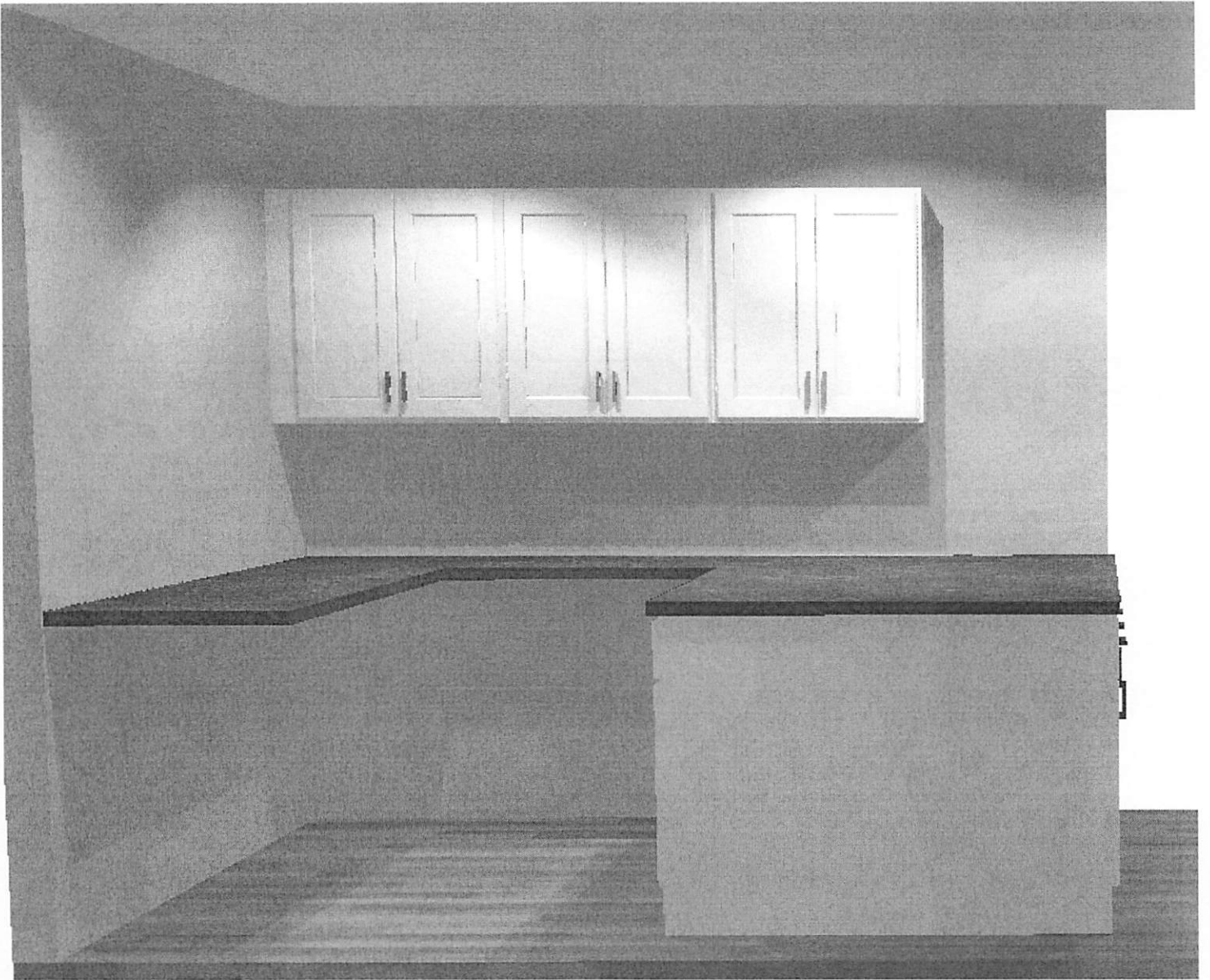
Best regards,



**|| Megan Peisert**

PRO Designer | Lowe's Companies Inc.

P: 704-693-9601







Cabinets Direct, LLC  
125 E. Jackson Blvd. STE6  
Jonesborough, TN 37659  
423-791-3851  
brownbbass@hotmail.com

# Estimate



### ADDRESS

Washington Co. Dept. of Education  
405 West College Street  
Jonesborough, TN 37659

### SHIP TO

Washington Co. Dept. of Education  
Lamar Elementary  
CTE Stream Room #139

ESTIMATE #	DATE	EXPIRATION DATE
	05/30/2024	07/01/2024

	DESCRIPTION	AMOUNT
<b>Commercial Cabinets</b>	Lamar Elementary CTE Stream Room, Melamine Cabinets Laminate Finish, 3 Mill Edge Band All Doors And Drawers, Laminated Countertops	19,415.00
<b>Hardware</b>	Stock Knobs	360.00
<b>Installation</b>	Installation and Delivery	1,985.00
	<b>TOTAL</b>	<b>\$21,760.00</b>

Accepted By

Accepted Date

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

Purchase Order **35528**  
 Date Issued **7/8/24**  
 Appropriation No. **142-E-71300-471-800**  
 Dept. **CTE**  
 School **A11**

TO **Power School Group LLC**  
**PO BOX 888408**  
**LOS Angeles, CA 90088-8408**

Deliver to **Washington county schools**  
 Address **405 W. college st.**  
**Jonesborough, TN 37659**

Via **Kelli Hauldren**

**NOTICE TO VENDOR**

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

on or before

Articles on this order must be charged to account of

ITEM NO.	ARTICLES OR SERVICES	CODE	QUANTITY & UNIT	UNIT PRICE	TOTAL
	(Unless otherwise stated all prices F.O.B. Destination)				
	<b>Naviance K-12 CLR</b>				
	<b>* see attached quote</b>				
	<b>*sole source attached</b>				
	<b>GRAND TOTAL - INCLUDING ALL ATTACHED PAGES</b>				<b>\$15,960.00</b>

**SUBJECT TO THE FOLLOWING CONDITIONS**

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

**IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER**

**VENDOR'S COPY**

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

Authorized Signature

APPROVED:

Purchasing Agent





PowerSchool Group LLC  
 150 Parkshore Dr., Folsom, CA 95630  
 Quote #: Q-963709 - 1  
 Quote Expiration Date: 30-JUN-2024

Sales Quote - This Is Not An Invoice

Prepared By:	Tripp Bridges	Customer Contact:	Kelli Hauldren
Customer Name:	Washington County School District (TN)	Title:	CTE Supervisor
Enrollment:	5,000	Address:	405 West College St
Contract Term:	36 Months	City:	Jonesborough
Start Date:	1-JUL-2024	State/Province:	Tennessee
End Date:	30-JUN-2027	Zip Code:	37659
		Country:	United States
		Phone #:	(423)753-1100

Product Description	Quantity	Unit	Extended Price
<b>Initial Term 1-JUL-2024 - 30-JUN-2025</b>			
<b>License and Subscription Fees</b>			
Naviance K-12 CCLR	5,000.00	Students	USD 11,126.25
Naviance CCLR Assessment	5,000.00	Students	USD 0.00
Naviance Course Planner	4,500.00	Students	USD 2,911.50
Naviance Career Key	4,500.00	Students	USD 1,892.31
Naviance One Time Discount	1.00	Each	USD -14,550.00

License and Subscription Totals: **USD 1,380.06**

<b>Professional Services and Setup Fees</b>			
Naviance CCLR K-12 Deployment Basic	1.00	Each	USD 5,580.00
Naviance Course Planner Deployment Guided	1.00	Each	USD 1,200.00

Professional Services and Setup Fee Totals: **USD 6,780.00**

<b>Training Services</b>			
Naviance Training Remote	19.00	Hours	USD 6,175.00
Naviance Training Remote	4.00	Hours	USD 1,300.00
Naviance Training Remote	1.00	Hours	USD 325.00

Training Services Total: **USD 7,800.00**

**Subscription Period Total**

<b>Total Discount</b>	<b>USD 30,074.69</b>
<b>Initial Term</b>	<b>1-JUL-2024 - 30-JUN-2025</b>
<b>Amount To Be Invoiced</b>	<b>USD 15,960.06</b>

Annual Ongoing Fees as of 1-JUL-2025 - Fees subject to an annual uplift, which will be reflected on renewal quote

Naviance K-12 CCLR	5,000.00	Students	USD 11,126.25
Naviance CCLR Assessment	5,000.00	Students	USD 0.00
Naviance Course Planner	4,500.00	Students	USD 2,911.50
Naviance Career Key	4,500.00	Students	USD 1,892.31

Annual Ongoing Fees Total: **USD 15,930.06**

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. Customer understands the above Annual Ongoing Fees for the next subscription period do not include the annual uplift, which will be applied at the time of renewal. On-Going PowerSchool Subscription/Maintenance and Support fees are invoiced at the then current rates and enrollment per terms of the main agreement executed between PowerSchool and Customer ("Main Services Agreement"). Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or Main Services Agreement (e.g., services billed on time and material basis will be invoiced when such services are incurred). Notwithstanding anything to the contrary in the Main Services Agreement, if Customer pays in advance for any professional services, all professional services must be scheduled and delivered within twelve (12) months of the applicable quote start date, unless otherwise agreed in writing by PowerSchool; any portion of any prepaid amount for professional services that has not been used by Customer toward professional services rendered within such twelve (12) month period will be forfeited. Payment shall be due to PowerSchool before or on the due date set forth on the applicable invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and its own internal purposes, and no other. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. Treatment of purchase orders are governed as provided in the Main Services Agreement. By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at:

[https://www.powerschool.com/MSA\\_Mar2024/](https://www.powerschool.com/MSA_Mar2024/)

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC  
Signature:



Printed Name: Eric Shander

Title: Chief Financial Officer

Date: 20-MAY-2024

Washington County School District (TN)  
Signature:



Printed Name: Jerry S. Boyd

Title: Superintendent

Date: 5/30/2024

\*\*\*Sales Quote - This Is Not an Invoice\*\*\*

# Statement of Work

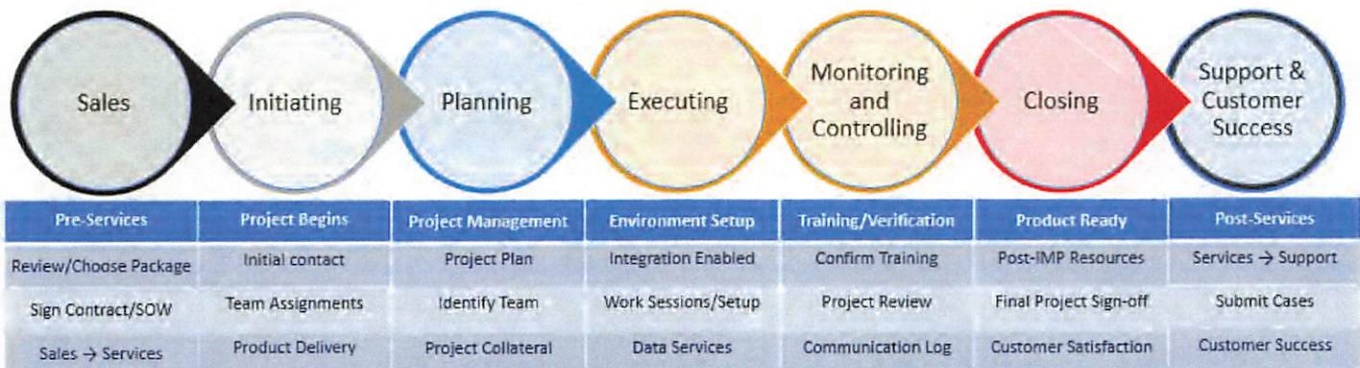
## Purpose of Document

The purpose of this Statement of Work (“SOW”) between the PowerSchool entity in accompanying quote (“PowerSchool”) and Customer (“You”, “Your”) is to outline the process, approach, and completion criteria for each step of the process to implement PowerSchool. This document covers the roles and responsibilities of the PowerSchool Project Manager, Implementation Specialist(s), and Customer in each step of the PowerSchool implementation process, serving as an outline of services PowerSchool is expected to deliver. This SOW calls out specific functional areas of PowerSchool that are covered for implementation services and level of coverage.

Successful implementation of new software requires proven project management and methodology. The timeline will be mutually adapted within a project management tool between PowerSchool and the Customer. PowerSchool provides a comprehensive package of services designed to ensure Your PowerSchool deployment project meets Your unique needs and expectations. Additional training, consulting and customization services can be purchased to help augment additional needs You may have with Your PowerSchool deployment. The delivery of Professional Services contained in this document will be provided remotely. If travel is required, all travel related expenses will be invoiced as incurred.

We will partner with You and be Your liaison to PowerSchool during the implementation. You will have a project team to help you, as a Customer, connect to other PowerSchool services and support, while also providing project planning, communication, project execution, and product specialist consulting. For a successful PowerSchool implementation, it is important that You understand the responsibilities, carve out the time required and keep on pace with the timeline. This will involve gathering information, helping Your team come to agreement on configuration and data standardization, your own product training and monitoring other staff assigned training for completion, adjusting desk level procedures, and planning for go live among several other tasks. The overall steps included in a project are outlined below.

This Statement of Work is subject to the terms and conditions of the current master agreement between the parties and any associated policies, pursuant to which PowerSchool has licensed the PowerSchool application to the Customer.



## General Assumptions

1. Implementation services will be delivered remotely unless onsite services are purchased separately.
2. Client is to provide a data extract to PowerSchool in accordance with Tiered Service package selected (if needed).
3. Implementation timeline is stated within the Planning Phase, extending the timeline may require the customer to purchase additional services.
4. Implementation services are completed when delivered and the deliverable acceptance procedure is complete.
5. Additional services are available and can be purchased for items out of the scope of implementation (see Project Change Control and Escalation Change Procedure section of this document).
6. Customer will adhere to the active PowerSchool Cancellation Policy. "Services Cancellation: Licensee shall pay a cancellation charge equal to fifty percent (50%) of the services fee and any non-refundable expenses incurred by PowerSchool if Licensee cancels any scheduled professional services less than fourteen (14) days before the occurrence of any service dates that PowerSchool has scheduled at Licensee's request."
7. Customer must identify a designated Customer project lead before the project kick-off meeting. The Customer project lead will be responsible for delivering all sections of the "Customer Responsibilities" included in the SOW in a complete manner within the project timeline.
8. The designated Customer project lead should be an employee of the organization implementing PowerSchool. Customers that hire third-party organizations to act on the behalf of the Customer for implementation may be required to sign a waiver form provided by PowerSchool, indicating that the third-party organization is authorized to act on the Customer's behalf when interacting with PowerSchool. The Customer will be responsible for maintaining proper communication channels with third party organizations hired by the Customer.
9. All sign offs must be done by an employee and designated signatory of the Customer. Third party entities engaged by the Customer are not acceptable signatories for any project sign offs.
10. The PowerSchool Project Manager and/or Application Specialist will guide Customer to available procedures, guidelines, standards, reference materials and system/application documentation.
11. Implementation Services is assuming the product will be deployed as-is, items outside of Scope of Work must go through the change control procedures (see Project Change Control and Escalation Procedure in this document).

# **Deliverables Acceptance Procedure**

## **Deliverables Acceptance**

This Statement of Work outlines PowerSchool deliverables for each phase of the implementation project in the PowerSchool Objections and Completion Criteria sections. Each deliverable will be reviewed and accepted in accordance with the following procedure:

- Deliverable will be submitted or delivered to the Customer project lead or designated Customer team member. It is the Customer project lead's responsibility to review and accept deliverable as complete.
- Within six (6) business days of completion of the project the Customer project lead will either accept the final deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response from the Customer project lead is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- The PowerSchool implementation specialist will consider the Customer's objections within the context of PowerSchool's obligations as stated within this Statement of Work. Revisions agreed to by PowerSchool will be applied at which time the deliverables will be reviewed within six (6) business days and the Customer project lead either will accept the deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- Customer objections that are not agreed to by PowerSchool will be managed in accordance with the Project Change Control Procedure described below. If resolution is required to a conflict arising from Customer's objection to a deliverable, the Customer and PowerSchool will follow the Escalation Procedure described below.
- All deliverables required to be delivered hereunder are considered to be owned by PowerSchool with unlimited internal use by the Customer, unless otherwise noted.

# Project Change Control and Escalation Procedure

## Project Change Control

The following process will be followed if additional services to this Statement of Work are required or desired.

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, rationale for the change and the effect the change will have on the project.
- The designated Customer project lead will review the proposed change and recommend it for further investigation or reject it. A PCR must be signed by the authorized Customer project lead to authorize quote for additional services. If the Customer accepts additional services and charges, a change to the original purchase order or new purchase order is required. Change to this Statement of Work through additional addendum will authorize additional scope and work.
- A written Change Authorization and/or PCR must be signed by authorized representatives from both parties to authorize implementation of the investigated changes. Until a change is agreed upon in writing, both parties will continue to act in accordance with the latest agreed version of the SOW.

## Customer Escalation Procedure

The following procedure will be followed if resolution is required for a conflict arising during the project

- **Level 1:** Customer project lead will notify PowerSchool Project Manager via email with details of escalation.
- **Level 2:** If the PowerSchool Project Manager cannot provide resolution or path to resolution five (5) business days from receipt of level 1 escalation email, the Customer project lead will notify PowerSchool manager via email to – [pmleadership@powerschool.com](mailto:pmleadership@powerschool.com)
- **Level 3:** If the concern remains unresolved after Level 2 intervention, resolution will be addressed in accordance with Project Change Control Procedure or termination of this SOW under the terms of the Contract.

During any resolution, PowerSchool agrees to provide services related to items not in dispute, to the extent practicable, pending resolution of the concern. The Customer agrees to pay invoices per the Contract, as rendered.



# Naviance Course Planner Deployment Guided Statement of Work

## Initiating

### PowerSchool Responsibilities

- Provide Intake information and this Statement of Work.

### Customer Responsibilities

- Complete intake information, review and return this Statement of Work.

### Assumptions

- Additional consulting hours may be purchased as needed to augment this deployment.
- Project timeline is estimated to be six (6) weeks from Kickoff and consists of 4 hours of scheduled meetings plus additional guidance determined by the Application Specialist.
- Deployment is designed to provide guidance on getting started with Naviance Course Planner, and the project can be closed prior to completion of all configuration items owned by customer.

## Deploy

### Completion Criteria

Deployment will be considered complete when all PowerSchool owned items and deliverables have been completed.

PowerSchool Naviance CCLR Course Planner Deployment	Responsible Party
Project kickoff and review of Course Planner Process (1 hour meeting)	PowerSchool
<b>Data Import/Integration:</b>	
Review available data import/integration methods (1 hour meeting)	PowerSchool
Select data import method Prepare and import Course Catalog data (manual, import, or SFTP)	Customer
<i>If importing manually/via SFTP:</i>	Customer
- Build/import course catalog file	Customer
- Build/import course mapping file (if using District Course Planner)	Customer
- Build/import student course data file	Customer
<i>If importing via PowerSchool SIS integration:</i>	
- Upgrade to PowerSchool SIS version 22.5	Customer
- (in PS SIS) Install PowerSchool Naviance CCLR plugin	Customer
- Copy SIS Domain, Client ID, and Client Secret from PS SIS and paste into PowerSchool Naviance CCLR	Customer
- (in PowerSchool Naviance CCLR) Match schools, select import type, map data fields/define codes, and define import frequency	Customer

## Naviance Course Planner Deployment Guided Statement of Work

- Test import + Review results	Customer
- Start import	Customer
- Confirm future imports triggered by updating Data Update Frequency settings	Customer
Test/confirm/verify integration and imports are set up and functioning properly	Customer
<b>Course Planner Configuration</b>	
Overview of Course Planner configuration options (1 hour meeting)	PowerSchool
Update district and school level staff permissions	PowerSchool
Define subject areas	Customer
Working session (1 hour) with Customer to walk through initial configuration of one graduation plan of study	PowerSchool
Configure requirement details to initial plan of study	Customer
Complete course rules and add courses to initial plan of study	Customer
Complete testing of initial plan of study	Customer
Complete revisions to initial plan of study (if needed)	Customer
Configure additional plans of study (as needed)	Customer
Configure career pathways in initial plan of study	Customer
Complete course planner settings (approvals, labeling, custom documentation)	Customer
Update student permissions for Course Planner	Customer
Complete testing of course plans in Naviance Student platform	Customer
<b>Roll Out Naviance Course Planner</b>	
Consult on processes counselors would use to manage student course plans (30-minute meeting)	PowerSchool
Plan to introduce course planning process to students	Customer
<b>Additional Guidance</b>	
Additional guidance could include: scheduled meetings, configuration reviews, deployment resources, and email questions/troubleshooting related to importing data or configuring Naviance Course Planner (up to 4 hours).	PowerSchool
<b>Project Closure (30-minute meeting)</b>	<b>PowerSchool</b>



# Naviance Course Planner Deployment Guided Statement of Work

## Closing

### PowerSchool Responsibilities

- Review resources for Course Planner deployment.
- Deactivate any Naviance user accounts created by PowerSchool to assist in configuration and data import.
- Assist in identifying the Technical Contact who will be able to view all open Support cases for the school/district.
- Transition the Customer to Support, providing instructions on methods of communication with Support.

### Customer Responsibilities

- Request Technical Contact to be added (if necessary)
- Contact the Support Team with any post-project requests.

### Completion Criteria

This activity will be considered complete when:

- The Customer has been introduced to Support and instructions for post-project support have been provided to the Customer.

# Naviance Course Planner Deployment Guided Statement of Work

## Primary Customer Roles & Responsibilities in Project

<b>Roles and Responsibilities</b>
<p><b>Project Lead:</b> Main contact for the PowerSchool Naviance CCLR implementation project</p> <p><b>Solution Design:</b> Responsible for contributing goals and requirements of PowerSchool Naviance CCLR product.</p> <p><b>Data Integration Design:</b> Has knowledge of any data integrations required and command of providing data to PowerSchool Naviance CCLR and extracting data or reports provided by PowerSchool Naviance CCLR.</p> <p><b>Administrative Tool Design:</b> Responsible for requesting any revisions to the administrative toolset.</p> <p><b>Training Program Design:</b> Responsible for scheduling and facilitating training for appropriate users.</p>
<b>Project Timeline and Customer Expertise</b>
<p>The Implementation process requires that the Customer be prepared to dedicate time and resources with the requisite expertise to prepare for end users to begin using the PowerSchool Naviance CCLR product.</p> <p>The Customer must:</p> <ul style="list-style-type: none"> <li>• Review and test all technical components to ensure they are built to agreed-upon specifications</li> <li>• Review online materials to establish a baseline command of the tools required.</li> <li>• Assign permissions to staff as needed.</li> </ul> <p>The work conducted by the Customer must be planned throughout the implementation for deadlines to be met. The Customer may elect to expand their implementation team and delegate tasks accordingly.</p> <p>To ensure success, designate staff resources to the Implementation who possess:</p> <ul style="list-style-type: none"> <li>• An understanding of how the Customer intends to use PowerSchool Naviance CCLR</li> <li>• Technical expertise commensurate with the Customer tasks defined throughout the SOW.</li> <li>• The ability and access to extract, provide, receive, and interpret data.</li> </ul>
<b>Meetings</b>
<p>Your PowerSchool Naviance CCLR Team will schedule meetings during implementation. These calls will be checkpoints at which to track progress and ensure deadlines are being met. They will also allow for consultation on any implementation steps assigned. It is critical that the Customer project team be prompt and prepared for each meeting in alignment with the Project Plan provided at the outset of the project. Cancellation within 24 hours or no showing to the meeting will result in a depletion of Services backlog the equivalent of half the billable time of the scheduled meeting.</p>

**PowerSchool Group LLC**

150 Parkshore Drive

Folsom, CA 95630

[www.powerschool.com](http://www.powerschool.com)RE: PowerSchool Group LLC Sole Source Affirmation

To Whom It May Concern:

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

- PowerSchool software includes student information systems (SIS) and enrollment products such as PowerSchool SIS; PowerSchool eSchoolPlus SIS; PowerSchool iNow SIS; PowerSchool Trillium SIS, PowerSchool Enrollment; PowerSchool Enrollment Express; Operational Data Store (ODS), PowerSchool Ecollect Forms, and PowerSchool product customizations and trainings, including consulting hours known as "KTO" (Keys to Ownership).
- PowerSchool Unified Classroom™ solution which includes Performance Matters Assessment, Performance Matters Analytics, Schoology Learning, Unified Classroom Assessment, Unified Classroom Learning, Unified Classroom Gradebook, and Unified Classroom Special Programs.
- PowerSchool Unified Administration™ solution which includes, Unified Administration eFinancePlus, Unified Administration BusinessPlus; Unified Administration Atrieve Finance; Unified Administration Atrieve HR; and Unified Administration Atrieve Payroll.
- PowerSchool Unified Talent™ solution include SchoolSpring Job Board; Applicant Tracking; Candidate Assessment; Employee Records; Perform; Professional Learning; and SmartFind Express.
- PowerSchool Unified Insights™ solution includes, Student; Talent for SmartFind Express; and Operations for Finance and HR.
- For those districts that do not currently utilize PowerSchool's Student Information System, PowerSchool also offers standalone products including PowerSchool Performance Matters (Assessment and Analytics modules respectively), Schoology Learning, PowerSchool Special Programs, and all other software that PowerSchool may offer as part of PowerSchool's product line in the future.
- PowerSchool also offers, under the PeopleAdmin brand: PeopleAdmin Applicant Tracking System, PeopleAdmin Position Management, PeopleAdmin Employee Records, PeopleAdmin Performance Management, PeopleAdmin Faculty Information System (Activity and Dossier; and Promotion and Tenure modules) PeopleAdmin Professional Learning, PACx, and related customizations and trainings support and all other software as part of PowerSchool's future product line.



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

Sincerely,

DocuSigned by:

*Eric Shander*

96D0027F4E194E2

Eric Shander

*Chief Financial Officer*

PowerSchool Group, LLC

<b>REQ DATE</b>
<b>07/03/2024</b>

## Washington County Schools Nutrition

405 West College Street  
 Jonesborough, TN 37659  
 423-753-1107  
 nutrition@wcde.org

<b>REQUISITION NUMBER</b>
<b>1430250001</b>

VENDOR KEY : MAYFIELD000  
 SHIP DATE : 07/03/2024  
 FISCAL YEAR : 2024-2025  
 ENTERED BY : DEMELCON000

PRINTED 07/10/2024

VENDOR:  
 MAYFIELD DAIRY FARMS- DFA  
 PO Box 746108  
 Atlanta, GA 30374-6108

SHIP TO:  
 Washington County Schools - Food Service  
 405 W COLLEGE ST  
 JONESBOROUGH, TN 37659

PHONE: (800) 683-0765

ATTN: CONSTANCE DEMELO

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1		BLANKET PO MAYFIELD 24-25 SY	222000.00000	222,000.00
		ACCOUNT SUMMARY (FOR INTERNAL USE)		
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		143 E 73100 422 000 00000 000	222,000.00	
			<b>PAGE TOTAL</b>	222,000.00
			<b>TOTAL</b>	222,000.00

This is a Requisition and not an official Purchase Order.  
 The District is not financially responsible for the  
 unauthorized purchases made with a Requisition.

<i>REQ DATE</i>
<b>07/03/2024</b>

## Washington County Schools Nutrition

405 West College Street  
 Jonesborough, TN 37659  
 423-753-1107  
 nutrition@wcde.org

<i>REQUISITION NUMBER</i>
<b>1430250002</b>

VENDOR KEY : HERSHEY000  
 SHIP DATE : 07/03/2024  
 FISCAL YEAR : 2024-2025  
 ENTERED BY : DEMELCON000

PRINTED 07/10/2024

VENDOR:  
 HERSHEY'S CREAMERY COMPANY  
 301 S CAMERON ST  
 HARRISBURG, PA 17101-2815

SHIP TO:  
 Washington County Schools - Food Service  
 405 W COLLEGE ST  
 JONESBOROUGH, TN 37659

ATTN: CONSTANCE DEMELO

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1		BLANKET PO HERSHEY 24-25 SY	55000.00000	55,000.00
		ACCOUNT SUMMARY (FOR INTERNAL USE)		
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		143 E 73100 422 000 00000 000	55,000.00	
			<b>PAGE TOTAL</b>	<b>55,000.00</b>
			<b>TOTAL</b>	<b>55,000.00</b>

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## Washington County Schools Nutrition

405 West College Street  
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 nutrition@wcde.org

<i>REQUISITION NUMBER</i>
<b>1430250003</b>

VENDOR KEY : PEPSI-CO000  
 SHIP DATE : 07/03/2024  
 FISCAL YEAR : 2024-2025  
 ENTERED BY : DEMELCON000

PRINTED 07/10/2024

VENDOR:  
 PEPSI-COLA COMPANY  
 PO Box 75948  
 CHICAGO, IL 60675-5948

SHIP TO:  
 Washington County Schools - Food Service  
 405 W COLLEGE ST  
 JONESBOROUGH, TN 37659

ATTN: CONSTANCE DEMELO

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1		BLANKET PO PEPSI 24-25 SY	32000.00000	32,000.00
		ACCOUNT SUMMARY (FOR INTERNAL USE)		
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
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			<b>PAGE TOTAL</b>	32,000.00
			<b>TOTAL</b>	32,000.00

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## Washington County Schools Nutrition

405 West College Street  
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 423-753-1107  
 nutrition@wcde.org

<i>REQUISITION NUMBER</i>
<b>1430250004</b>

VENDOR KEY : BIMBO BA000  
 SHIP DATE : 07/03/2024  
 FISCAL YEAR : 2024-2025  
 ENTERED BY : DEMELCON000

PRINTED 07/10/2024

VENDOR:  
**BIMBO BAKERIES**  
 PO Box 745618  
 Atlanta, GA 30374-5618

SHIP TO:  
 Washington County Schools - Food Service  
 405 W COLLEGE ST  
 JONESBOROUGH, TN 37659

ATTN: CONSTANCE DEMELO

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1		BLANKET PO BIMBO BAKERIES 24-25 SY	16000.00000	16,000.00
		ACCOUNT SUMMARY (FOR INTERNAL USE)		
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		143 E 73100 422 000 00000 000	16,000.00	
			<b>PAGE TOTAL</b>	16,000.00
			<b>TOTAL</b>	16,000.00

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<i>REQUISITION NUMBER</i>
<b>1430250005</b>

VENDOR KEY : GORDON F000  
 SHIP DATE : 07/03/2024  
 FISCAL YEAR : 2024-2025  
 ENTERED BY : DEMELCON000

PRINTED 07/10/2024

VENDOR:  
 GORDON FOOD SERVICE  
 PO Box 88029  
 CHICAGO, IL 60680-1029

SHIP TO:  
 Washington County Schools - Food Service  
 405 W COLLEGE ST  
 JONESBOROUGH, TN 37659

ATTN: CONSTANCE DEMELO

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1		BLANKET PO GFS FOOD ONLY 24-25 SY	1175000.00000	1,175,000.00
		ACCOUNT SUMMARY (FOR INTERNAL USE)		
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		143 E 73100 422 000 00000 000	1,175,000.00	
			<b>PAGE TOTAL</b>	1,175,000.00
			<b>TOTAL</b>	1,175,000.00

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VENDOR:  
 GORDON FOOD SERVICE  
 PO Box 88029  
 CHICAGO, IL 60680-1029

SHIP TO:  
 Washington County Schools - Food Service  
 405 W COLLEGE ST  
 JONESBOROUGH, TN 37659

ATTN: CONSTANCE DEMELO

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1		BLANKET PO GFS NON FOOD 24-25 SY	180000.00000	180,000.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		143 E 73100 421 000 00000 000	180,000.00	
			<b>PAGE TOTAL</b>	180,000.00
			<b>TOTAL</b>	180,000.00

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