Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Charter School Renewal**	**1.905**	**09/14/26**
		Rescinds:	Issued: **07/14/25; 12/11/23; 11/14/22**

ANNUAL NOTICE[1]

The Director of Schools/designee shall annually notify the charter school of whether the charter school is "on-track" or "off-track" for renewal. The status of each charter school shall be published in the annual authorizing report.

INTERIM REVIEW

The Director of Schools/designee shall conduct an interim review of a charter school in the fifth year of a charter term in accordance with guidelines developed by the State Board of Education. As part of this process, the charter school shall submit a report on the progress of the school in achieving the goals and objectives set forth in the charter agreement.[2]

CUMULATIVE PERFORMANCE REPORT

Three (3) months prior to the date on which a charter school is required to submit a renewal application, the Director of Schools/designee shall submit a performance report to the charter school that summarizes the school's performance record over the charter term and states the summative findings concerning the school's performance and prospects for renewal.[3]

APPLICATION AND EVALUATION

No later than April 1st of the year prior to the year in which the charter school agreement expires, the governing body of a charter school shall submit a renewal application to the Board.[4] The Director of Schools/designee shall report each renewal application received to the Tennessee Public Charter School Commission ("the Commission") within ten (10) days of receipt.[4]

The Director of Schools/designee shall conduct a renewal evaluation site visit to each charter school that submits a charter school renewal application.

The Board will make renewal decisions by February 1st in the year the charter school agreement expires.

RENEWAL CRITERIA[5]

The Board shall define and communicate with schools the criteria for renewal that is consistent with the charter agreement. The Board shall make its renewal decision based on the renewal application, annual authorizer reports, and renewal performance report.

Within ten (10) days of the Board voting by resolution on a renewal application, the Director of Schools/designee shall promptly notify a school of its renewal recommendation and decision, including the reasons for the decision and any rights to an appeal. The Director of Schools/designee shall promptly communicate renewal decisions to the school community and public as well as the Department of Education and the Commission.

High-Performing Charters

High-performing charter school renewal applications shall be automatically approved for renewal. A charter school will be deemed high-performing if it:[1]

1. Has met or exceeded standards on at least seventy-five percent (75%) of the indicators in each section of the school performance framework in each of the three (3) immediately preceding school years;

2. Has attained a school composite level of "above expectations" or "significantly above expectations" as represented by the Tennessee Value-Added Assessment System (TVAAS) in each of the three (3) immediately preceding school years; and

3. Has had no significant audit findings during the term of the current charter agreement.

Within ten (10) days of the Board approving a high-performing charter school for renewal, the Director of Schools/designee shall report the approval to the Department of Education and the Commission.

Legal References

1. Public Acts of 2026, Chapter No. 1012
2. TCA 49-13-121(k)
3. State Board of Education Policy 6.111
4. TCA 49-13-121(a)
5. TCA 49-13-121; State Board of Education Policy 6.111

Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Fiscal Management Goals**	**2.100**	**09/14/26**
		Rescinds: **DA**	Issued: **07/08/13**

The Board shall practice sound fiscal management which guarantees maximum use of all resources provided. The Board assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies, and services that may be required in the interest of education in the schools under its jurisdiction.[1]

In fiscal management, the Board shall achieve the following goals:

1. Engage in advance planning with the Director of Schools/designee that incorporates community feedback;

2. Establish levels of funding which will provide quality education for the district's students; and

3. Require the Director of Schools/ designee to develop procedures for accounting, reporting, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management. Financial policies and accompanying procedures shall be reviewed annually to ensure ongoing compliance.[2]

Legal References

1. *Internal School Funds Manual*, Section 3-1
2. Tenn. Comptroller of the Treasury, *Fiscal Health Principles for Tenn. School Districts and Local Governments* (2026)

Cross References

School District Goals 1.700

Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Annual Operating Budget**	**2.200**	**09/14/26**
		Rescinds:	Issued: **09/09/24; 07/08/13**

General

All school district budgets are the operational plans stated in financial terms for the fiscal year beginning July 1st ending June 30th the following year.[1] The Director of Schools is tasked with ensuring that the budget documents are presented in a clear and understandable manner. This may include providing narrative and visual tools that assist the public in understanding why the funds are needed and how they will be used.[2]

BUDGET PREPARATION

Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections requiring additional staffing, curriculum modifications, and additional facilities.

The budget proposal shall be balanced, consistent with board policy and contract conditions, and in accordance with the revenue estimates and revenue determinations made by the County Commission. It shall include provisions for:

1. Programs to meet the needs of the entire student body;
2. Staffing arrangements adequate for proposed programs;
3. Maintenance of the district's equipment and facilities;
4. Efficiency and economy; and
5. An unrestricted fund balance of 8% or above, with the goal of achieving an unrestricted fund balance of 15% or higher. The Board shall determine the fund balance percentage that meets fiscal health standards and expectations of school board members, and takes into consideration feedback from the County Commission.[2]

Budget preparation shall be the responsibility of the Director of Schools/Designee.[3] The Director of Schools/Designee will establish procedures for the involvement of staff, including requests from department heads and principals, all of whom shall seek advice and suggestions from other staff.

The Director of Schools and the Board Chair shall develop a budget preparation calendar no later than January 1st. The calendar shall be used as a guide for coordinating the budgetary activities of individuals and groups, collecting budget data, reviewing budget problems, and making budget decisions.

HEARING AND REVIEWS

The proposed budget will be available for inspection by various interested citizens or groups in the office of the Director of Schools.

FINAL ADOPTION PROCEDURE

The Board shall submit a proposed budget in accordance with the budget timeline established by the Board and County Commission.[4] If a budget timeline is not agreed upon, the Board shall submit a proposed budget to the County Commission no later than May 1st.[5] If the proposed budget is rejected, the Board shall submit a revised budget proposal within ten (10) business days after receiving notice of the rejection.[6]

Within ten (10) days of adoption of the final budget, the Director of Schools shall file a copy with the Commissioner of Education.[7] Within thirty (30) days of the beginning of each fiscal year, the Director of Schools shall submit to the Commissioner a complete and certified copy of its entire school budget for the school year that is signed by the Director of Schools and the County Commission.[8]

Beginning in 2027, the Director of Schools/designee shall annually provide the following to the Office of Research and Accountability in the office of the Comptroller of the Treasury by August 1:

1. A planning and budgetary report for the upcoming school year; and
2. an expenditure report for the immediately preceding school year.[9]

Legal References

1. *Internal School Funds Manual,* Section 4-35
2. Tenn. Comptroller of the Treasury, *Fiscal Health Principles for Tenn. School Districts and Local Governments* (2026)
3. TCA 49-2-203(a)(9)
4. TCA 5-9-402(c)
5. TCA 5-9-402(d)(4)
6. TCA 5-9-402(d)(5)(C)
7. TCA 49-2-301(b)(1)(X); TRR/MS 0520-01-02-.13(2)(a)
8. Public Acts of 2026, Chapter No, 1012
9. Public Acts of 2026, Chapter No. 1007

Cross References

Role of the Board of Education 1.101
Executive Committee 1.301

Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Instructional Program**	**4.100**	**09/14/26**
		Rescinds: **IB 4.100**	Issued: **06/09/25; 01/13/20; 07/08/13**

General

The Board shall not discriminate on the basis of race, color, religion, sex, national origin, or disability in its instructional program or activities.[1]

Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth."[2]

Discrimination shall include antisemitism, defined as a certain perception of Jews, which may be expressed as hatred toward Jews including, but not limited to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.[3]

GOALS

The Board approves the following instructional goals for students:

1. To acquire the knowledge and attitude necessary to achieve and maintain good physical and mental health;

2. To develop the skills necessary to function as a self-directed person;

3. To develop the capacity to cope with change through an understanding of the arts, humanities and scientific processes;

4. To know the principles involved in making moral and ethical choices;

5. To develop the basic skills of reading, writing, mathematics, spelling, speaking, and problem solving;

6. To develop a positive attitude toward the lifelong endeavor of learning;

7. To learn to identify personal talents and interests, make appropriate career choices, and develop career skills;

8. To acquire knowledge and to develop skills in the management of personal and public resources necessary for meeting obligations to self, family, and society;

9. To learn to act in a responsible manner;

10. To learn of the rights and responsibilities of citizens of the community, state, nation, and world; and

11. To learn to understand, respect, and interact with people of different cultures, generations, and races.

Legal References

1. 42 USCA § 2000d *et seq.*
2. Public Acts of 2026, Chapter No. 938
3. TCA § 49-50-1801; TCA § 49-50-1802

Cross References

School District Goals 1.700
Student Goals 6.100
Student Concerns 6.305

Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Extracurricular Activities**	**4.300**	**09/14/26**
		Rescinds:	Issued: **09/09/24; 08/14/23; 07/08/13; 01/09/95**

General

The following shall be adhered to:

1. The Board shall initially approve extracurricular activities at the district-level to ensure proper support and supervision.

2. Each student activity shall be under the guidance and direction of a staff member.

3. All extracurricular activities at the school level shall have the approval of the principal.

4. Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal/designee.

5. Secret organizations shall not be operated in any school.

6. A student shall not be required to attend an extracurricular activity that is scheduled at a time which conflicts with his/her religious practices.[1]

7. Extracurricular activities during vacation periods shall be restricted to regularly scheduled athletic programs and major events which cannot be scheduled otherwise.

8. Student groups shall not participate in state or national activities which are not listed as approved activities by a regional accrediting association or the state and national principals' associations without the approval of the Director of Schools/Designee.

9. A student on out-of-school suspension shall not be permitted to participate in extracurricular activities.

10. Activities which restrict participation because of race, color, religion, sex, disabilities, or national origin are strictly forbidden.[2] Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth."[3]

STUDENT CLUBS & ORGANIZATIONS[3]

All students under the age of eighteen (18) shall present a signed and dated statement from their parent/guardian before joining any club or organization or participating in activities of a club or organization. The Director of Schools shall develop administrative procedures outlining this recordkeeping process.

National Conferences

When available, the Board will support sending a student/students to a national conference by making a contribution of $500.00 to help defray the cost. The contribution will be made to the school organization under the following guidelines:

1. A student must earn the right to attend a national conference (by competing at the state level or by earning a national award), not by invitation. It is understood that

    a. some contests allow more entrants per state than others; and

    b. in some cases, participants do not have to place at the state level to enter at the national level.

2. This policy applies only to students who will be representing the state of Tennessee and the Houston County School District as contestants and not to local contestants participating in an invitational, unsanctioned, or similar contest or event.

The student/students must be in good standing in his/her organization, must have at least passing grades in all classes, and must have good attendance practices.

Legal References

1. TCA 49-6-1002(c)
2. 34 CFR § 106.41
3. Public Acts of 2026, Chapter No. 938
4. TCA 49-6-1031(b)

Cross References

Special Use of School Vehicles 3.402
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Attendance 6.200

Houston County Board of Education

Monitoring: **Review: Annually, in January**	Descriptor Term: **Equal Opportunity Employment**	Descriptor Code: **5.104**	Issued Date: **09/14/26**
		Rescinds:	Issued: **06/10/19**

Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to:

- members of all races;
- all creeds;
- all colors;
- either sex (Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth" unless otherwise required by federal law);
- all religions;
- individuals irrespective of age;
- all national origins;
- individuals with disabilities; and
- veteran status

with regard only for qualifications for the positions involved.[1]

Legal References

1. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Act of 1964; Public Acts of 2026, Chapter No. 938; *Bostock v. Clayton Cnty., Georgia*, 590 U.S. 644, 140 S. Ct. 1731, 207 L. Ed. 2d 218 (2020); Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of the Rehabilitation Act of 1973; 42 USCA § 12101-12213; TCA 50-10-101

Cross References

Section 504 and ADA Grievance Procedures 1.802
Recruitment of Employees 5.105
Discrimination/Harassment of Employees 5.500
Complaints and Grievances 5.501

Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Director of Schools Recruitment and Selection**	**5.801**	**09/14/2026**
		Rescinds: **5.401**	Issued: **11/08/21; 07/08/13; 04/14/08**

When a vacancy occurs, the appointment of a Director of Schools is a function of the Board.[1] The Board is responsible for finding the person it believes can most effectively translate into action the policies of the Board and the goals of the community and the professional staff.

The Board may employ a consultant to advise and assist the Board in the search and selection process. However, final selection shall rest with the Board after a thorough consideration of qualified applicants. An interim director of schools appointed during the time of a search shall not become a candidate unless the Board expressly permits such inclusion in the selection process. A board member may not apply for or in any other way be considered for the position of Director of Schools.[2]

If the Board chooses to conduct a search to fill the position, the Board shall initially develop the following:[3]

1. Job description;

2. Timeline;

3. System for accepting and reviewing applications, including a process for handling public versus non-public material (Note: Per state law, records of all applicants are public unless candidates request their records be made private); and

4. Selection process which shall include, but not be limited to, the following:

    a. Candidates shall be interviewed by the Board in an executive session. All deliberation shall occur during public meetings.

    b. The Board shall attempt to select a Director of Schools by unanimous vote during a regular meeting, but only a majority vote of the membership of the Board shall be required for the appointment of a Director of Schools.

Legal References

1. TCA 49-2-203(a)(13)
2. TCA 49-2-203(a)(1)(D)
3. TCA 49-2-203(a)(13)(B); Public Acts of 2026, Chapter No. 1048

Houston County Board of Education

Monitoring: **Review: Annually, in April**	Descriptor Term: **Student Goals**	Descriptor Code: **6.100**	Issued Date: **09/14/26**
		Rescinds: **IB**	Issued: **07/08/13**

In order to establish an environment conducive to learning for each student, the Board establishes the following goals:

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, disabilities, or sex. Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth";[1]

2. To protect and observe the legal rights of students;

3. To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment which provides positive encouragement from frequent success;

4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens;

5. To deal with students in matters of discipline in a fair and constructive manner;

6. To provide for the safety, health and welfare of students; and

7. To promote faithful attendance and good work.

Legal References

1. 20 USCA § 1703; TCA 49-6-3109; Public Acts of 2026, Chapter No. 938

Cross References

School District Goals 1.700
Instructional Program 4.100
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304

Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Rights and Responsibilities of Students**	**6.301**	**09/14/26**
		Rescinds:	Issued: **05/12/25; 07/08/13**

The Board expects all employees, students, and parent(s)/guardian(s) to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers, and effects against unreasonable searches and seizure;
3. Be educated in a safe and secure environment;
4. Have appropriate resources and opportunities for learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities. Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth";[1] and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to the board's policies and the district's administrative procedures;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;

9. Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;

10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials; and

11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

Legal References

1. 20 USCA § 1703
2. Public Acts of 2026, Chapter No. 938

Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation**	**6.304**	**09/14/26**
		Rescinds:	Issued: **06/09/25; 06/13/22; 12/14/20; 07/11/16; 11/12/12**

In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve high academic standards, acts of bullying, cyber-bullying, discrimination (including the definition of antisemitism found in policy 4.100), harassment, intimidation, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.[1]

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

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

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

DEFINITIONS[4]

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

1. Physically harming a student or damaging a student's property;

2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;

3. Causing emotional distress to a student; or

4. Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, sex (Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and

genetics existing at the time of birth.")[5], age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

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

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

Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. [6]

COMPLAINTS AND INVESTIGATIONS

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall promptly report such information to the principal/designee.[7]

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

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.[8] The principal/designee shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.[9]

Legal References

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686; TCA 49-50-1801
2. TCA 49-6-4503(b)(11); Public Acts of 2026, Chapter No. 1093
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503(b)(2), (13)
5. Public Acts of 2026, Chapter No. 938
6. TCA 49-2-120
7. TCA 49-6-4503(b)(5)
8. TCA 49-6-4503(b)(6)
9. TCA 49-6-4503(b)(14)
10. 20 USCA § 1232g
11. TCA 49-6-4503(b)(4), (7)-(8); Public Acts of 2026, Chapter No. 1093
12. TCA 49-6-4503(d)(3)
13. TCA 49-6-4503(c)(2)(B)
14. TCA 49-6-4503(b)(9)
15. TCA 49-6-4503(b)(10)

Cross References

Section 504 and ADA Grievance Procedures 1.802
Instructional Programs 4.100
Staff-Student Relations 5.610
Student Goals 6.100
Title IX & Sexual Harassment 6.3041
Code of Conduct 6.300
Student Concerns 6.305
Reporting Child Abuse 6.409
Emergency Contact Information 6.410
Student Suicide Prevention 6.415

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

1. It places the student in reasonable fear or harm for the student's person or property;

2. It has a substantially detrimental effect on the student's physical or mental health;

3. It has the effect of substantially interfering with the student's academic performance; or

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

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.[7] If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.[7] Within the parameters of the federal Family Educational Rights and Privacy Act,[10] a written report on the investigation will be delivered to all involved parties and the Director of Schools.

RESPONSE AND PREVENTION[11]

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

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

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

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the Director of Schools and the Chair of the Board.[12]

Legal References

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686; TCA 49-50-1801
2. TCA 49-6-4503(b)(11); Public Acts of 2026, Chapter No. 1093
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503(b)(2), (13)
5. Public Acts of 2026, Chapter No. 938
6. TCA 49-2-120
7. TCA 49-6-4503(b)(5)
8. TCA 49-6-4503(b)(6)
9. TCA 49-6-4503(b)(14)
10. 20 USCA § 1232g
11. TCA 49-6-4503(b)(4), (7)-(8); Public Acts of 2026, Chapter No. 1093
12. TCA 49-6-4503(d)(3)
13. TCA 49-6-4503(c)(2)(B)
14. TCA 49-6-4503(b)(9)
15. TCA 49-6-4503(b)(10)

Cross References

Section 504 and ADA Grievance Procedures 1.802
Instructional Programs 4.100
Staff-Student Relations 5.610
Student Goals 6.100
Title IX & Sexual Harassment 6.3041
Code of Conduct 6.300
Student Concerns 6.305
Reporting Child Abuse 6.409
Emergency Contact Information 6.410
Student Suicide Prevention 6.415

By July 1st of each year, the Director of Schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the Board at its regular July meeting, and it shall be submitted to the state department of education by August 1st.[13]

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the principal/designee after consideration of the nature, severity, and circumstances of the act.[14]

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including expulsion.[15]

Legal References

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686; TCA 49-50-1801
2. TCA 49-6-4503(b)(11); Public Acts of 2026, Chapter No. 1093
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503(b)(2), (13)
5. Public Acts of 2026, Chapter No. 938
6. TCA 49-2-120
7. TCA 49-6-4503(b)(5)
8. TCA 49-6-4503(b)(6)
9. TCA 49-6-4503(b)(14)
10. 20 USCA § 1232g
11. TCA 49-6-4503(b)(4), (7)-(8); Public Acts of 2026, Chapter No. 1093
12. TCA 49-6-4503(d)(3)
13. TCA 49-6-4503(c)(2)(B)
14. TCA 49-6-4503(b)(9)
15. TCA 49-6-4503(b)(10)

Cross References

Section 504 and ADA Grievance Procedures 1.802
Instructional Programs 4.100
Staff-Student Relations 5.610
Student Goals 6.100
Title IX & Sexual Harassment 6.3041
Code of Conduct 6.300
Student Concerns 6.305
Reporting Child Abuse 6.409
Emergency Contact Information 6.410
Student Suicide Prevention 6.415

Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Title IX & Sexual Harassment**	**6.3041**	**09/14/26**
		Rescinds:	Issued: **07/18/24; 12/14/20**

General

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited.[1] Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth".[2] This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).[3] The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint.[4] These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints.[4]

All employees shall receive training on complying with this policy and federal law.[5]

TITLE IX COORDINATOR[6]

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

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

Title: Assistant Director of Schools/Title IX Coordinator

Mailing address: 6420 Hwy 13S PO Box 209 Erin, TN 37061

Phone number: (931) 289-4148

Email: civilrightscomplaints@houstonk12tn.net

DEFINITIONS[5]

"Complainant" is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

"Respondent" is an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual harassment" is conduct on the basis of sex that satisfies one or more of the following:[4]

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or

3. Sexual assault,[7] dating violence,[8] domestic violence,[9] or stalking[10] as defined in state and federal law.

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

1. Sexually suggestive remarks;

2. Verbal harassment or abuse;

3. Sexually suggestive pictures;

4. Sexually suggestive gesturing;

5. Harassing or sexually suggestive or offensive messages that are written or electronic;

6. Subtle or direct propositions for sexual favors; and

7. Touching of a sexual nature.

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

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

1. Counseling;

Legal References

1. 34 CFR § 106.1
2. Public Acts of 2026, Chapter No. 938
3. 34 CFR § 106.8(b),(c)
4. 34 CFR § 106.45(b)(2); 34 CFR § 106.8(d)
5. 34 CFR § 106.2
6. 34 CFR § 106.8(a)
7. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(12); TCA 71-6-302
8. 34 USCA 12291(a)(11)
9. 34 USCA 12291(a)(12); TCA 40-14-109
10. 34 USCA 12291(a)(36); TCA 39-17-315; TCA 36-3-601(11)
11. 34 CFR § 106.44
12. 34 CFR § 106.44(h)
13. 34 CFR § 106.44(i)
14. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
15. 34 CFR § 106.45(c)
16. 34 CFR § 106.45(d)
17. 34 CFR § 106.45(f); 34 CFR § 106.45(b)(4)
18. 34 CFR § 106.45(b)(7)
19. 20 USCA § 1232g
20. 34 CFR § 106.45(h)
21. 34 CFR § 106.45(b)(3)
22. 34 CFR § 106.45(h)(1)
23. 34 CFR § 106.45(i)
24. 34 CFR § 106.71

Cross References

Section 504 and ADA Grievance Procedures 1.802
Discrimination/Harassment of Employees (Sexual, Racial, Ethnic, Religious) 5.500
Complaints and Grievances 5.501
Staff-Student Relations 5.610
Code of Conduct 6.300
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Student Concerns 6.305
Reporting Child Abuse 6.409

2. Course modifications;

3. Schedule changes; and

4. Increased monitoring or supervision.

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

GRIEVANCE PROCESS

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

1. Promptly contact the complainant to discuss the availability of supportive measures;

2. Consider the complainant's wishes with respect to supportive measures;

3. Inform the complainant of the availability of supportive measures; and

4. Explain the process for filing a formal complaint.[11]

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

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

Legal References

1. 34 CFR § 106.1
2. Public Acts of 2026, Chapter No. 938
3. 34 CFR § 106.8(b),(c)
4. 34 CFR § 106.45(b)(2); 34 CFR § 106.8(d)
5. 34 CFR § 106.2
6. 34 CFR § 106.8(a)
7. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(12); TCA 71-6-302
8. 34 USCA 12291(a)(11)
9. 34 USCA 12291(a)(12); TCA 40-14-109
10. 34 USCA 12291(a)(36); TCA 39-17-315; TCA 36-3-601(11)
11. 34 CFR § 106.44
12. 34 CFR § 106.44(h)
13. 34 CFR § 106.44(i)
14. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
15. 34 CFR § 106.45(c)
16. 34 CFR § 106.45(d)
17. 34 CFR § 106.45(f); 34 CFR § 106.45(b)(4)
18. 34 CFR § 106.45(b)(7)
19. 20 USCA § 1232g
20. 34 CFR § 106.45(h)
21. 34 CFR § 106.45(b)(3)
22. 34 CFR § 106.45(h)(1)
23. 34 CFR § 106.45(i)
24. 34 CFR § 106.71

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Complaints

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

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

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:[15]

1. Provide written notice of the allegations, and the grievance process to all known parties to give the respondent time to prepare a response before an initial interview;

2. Inform the parties of the prohibition against making false statement or knowingly submitting false information;

3. Inform the parties that they may have an advisor present during any subsequent meetings; and

4. Offer supportive measures in an equitable manner to both parties.

If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal, shall be provided to both parties simultaneously.[16]

Investigations[16]

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

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

Legal References

1. 34 CFR § 106.1
2. Public Acts of 2026, Chapter No. 938
3. 34 CFR § 106.8(b),(c)
4. 34 CFR § 106.45(b)(2); 34 CFR § 106.8(d)
5. 34 CFR § 106.2
6. 34 CFR § 106.8(a)
7. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(12); TCA 71-6-302
8. 34 USCA 12291(a)(11)
9. 34 USCA 12291(a)(12); TCA 40-14-109
10. 34 USCA 12291(a)(36); TCA 39-17-315; TCA 36-3-601(11)
11. 34 CFR § 106.44
12. 34 CFR § 106.44(h)
13. 34 CFR § 106.44(i)
14. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
15. 34 CFR § 106.45(c)
16. 34 CFR § 106.45(d)
17. 34 CFR § 106.45(f); 34 CFR § 106.45(b)(4)
18. 34 CFR § 106.45(b)(7)
19. 20 USCA § 1232g
20. 34 CFR § 106.45(h)
21. 34 CFR § 106.45(b)(3)
22. 34 CFR § 106.45(h)(1)
23. 34 CFR § 106.45(i)
24. 34 CFR § 106.71

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

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;

2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;

3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;[18]

4. Provide the parties with the same opportunities to have others present during any grievance proceeding;

5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and

7. Result in the creation of an investigative report that fairly summarizes relevant evidence.

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

Within the parameters of the federal Family Educational Rights and Privacy Act,[19] the Title IX Coordinator shall keep the complainant and the respondent informed of the status of the investigation process. At the close of the investigation, a written final report on the investigation will be delivered to the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the Director of Schools.

Legal References

1. 34 CFR § 106.1
2. Public Acts of 2026, Chapter No. 938
3. 34 CFR § 106.8(b),(c)
4. 34 CFR § 106.45(b)(2); 34 CFR § 106.8(d)
5. 34 CFR § 106.2
6. 34 CFR § 106.8(a)
7. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(12); TCA 71-6-302
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11. 34 CFR § 106.44
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13. 34 CFR § 106.44(i)
14. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
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16. 34 CFR § 106.45(d)
17. 34 CFR § 106.45(f); 34 CFR § 106.45(b)(4)
18. 34 CFR § 106.45(b)(7)
19. 20 USCA § 1232g
20. 34 CFR § 106.45(h)
21. 34 CFR § 106.45(b)(3)
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23. 34 CFR § 106.45(i)
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Determination of Responsibility[19][20]

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.[21] The preponderance of the evidence standard shall be used in making this determination.[22]

A Complaint Committee, comprised of three (3) district administrators, shall convene and act as the decision-maker. They shall receive the final report of the investigation and allow each party the opportunity to submit written questions that he/she wants asked of any party or witness prior to the determining responsibility.

The Complaint Committee shall make a determination regarding responsibility and provide the written determination to the parties simultaneously along with information about how to file an appeal.

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

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

APPEALS[23]

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

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

1. Notify the Director of Schools, who shall act as the impartial hearing officer, within five (5) days of receipt of the appeal; and

2. Notify the parties in writing.

During the appeal process, the parties shall have a reasonable, equal opportunity to submit written statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing

Legal References

1. 34 CFR § 106.1
2. Public Acts of 2026, Chapter No. 938
3. 34 CFR § 106.8(b),(c)
4. 34 CFR § 106.45(b)(2); 34 CFR § 106.8(d)
5. 34 CFR § 106.2
6. 34 CFR § 106.8(a)
7. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(12); TCA 71-6-302
8. 34 USCA 12291(a)(11)
9. 34 USCA 12291(a)(12); TCA 40-14-109
10. 34 USCA 12291(a)(36); TCA 39-17-315; TCA 36-3-601(11)
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12. 34 CFR § 106.44(h)
13. 34 CFR § 106.44(i)
14. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
15. 34 CFR § 106.45(c)
16. 34 CFR § 106.45(d)
17. 34 CFR § 106.45(f); 34 CFR § 106.45(b)(4)
18. 34 CFR § 106.45(b)(7)
19. 20 USCA § 1232g
20. 34 CFR § 106.45(h)
21. 34 CFR § 106.45(b)(3)
22. 34 CFR § 106.45(h)(1)
23. 34 CFR § 106.45(i)
24. 34 CFR § 106.71

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the result of the appeal and the rationale for the result. The written decision shall be provided simultaneously to both parties.

RETALIATION[24]

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

Legal References

1. 34 CFR § 106.1
2. Public Acts of 2026, Chapter No. 938
3. 34 CFR § 106.8(b),(c)
4. 34 CFR § 106.45(b)(2); 34 CFR § 106.8(d)
5. 34 CFR § 106.2
6. 34 CFR § 106.8(a)
7. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(12); TCA 71-6-302
8. 34 USCA 12291(a)(11)
9. 34 USCA 12291(a)(12); TCA 40-14-109
10. 34 USCA 12291(a)(36); TCA 39-17-315; TCA 36-3-601(11)
11. 34 CFR § 106.44
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13. 34 CFR § 106.44(i)
14. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
15. 34 CFR § 106.45(c)
16. 34 CFR § 106.45(d)
17. 34 CFR § 106.45(f); 34 CFR § 106.45(b)(4)
18. 34 CFR § 106.45(b)(7)
19. 20 USCA § 1232g
20. 34 CFR § 106.45(h)
21. 34 CFR § 106.45(b)(3)
22. 34 CFR § 106.45(h)(1)
23. 34 CFR § 106.45(i)
24. 34 CFR § 106.71

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Student Concerns 6.305
Reporting Child Abuse 6.409

Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	**Emergency Allergy Response Plan**	**6.412**	**09/14/26**
		Rescinds:	Issued: **10/28/24; 05/14/18; 07/08/13**

The Director of Schools/Designee shall develop and maintain an emergency allergy response plan that meets state guidelines for managing students with life-threatening allergies. The plan shall include measures to reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan shall include, but are not limited to, education and training of personnel, record keeping/documentation, development and reviews of the allergy action plan, and protocols for classrooms and cafeterias that include strategies to reduce exposure to allergens.[1]

Using the state food allergy guidelines plan as a guide, the Director of Schools/Designee shall also develop a process to identify all students with food allergies and develop and implement an individualized health care plan (IHCP) with an allergy action plan for each specific student.[2]

EPINEPHRINE

Each school shall maintain epinephrine, either as auto-injectors, nasal sprays, or other forms, in at least two (2) unlocked, secure locations including, but not limited to, the school office and the school cafeteria.

In the event of such a reaction, the school nurse or other trained school personnel shall utilize these epinephrine auto-injectors to respond, under a standing protocol from a physician.

The Director of Schools/Designee is authorized to seek epinephrine through a prescription written to Houston County Schools. Upon the issuance of epinephrine , the Director of Schools/Designee shall ensure that they are placed within each school and that any needed trainings are conducted for staff.

Legal References

1. TCA 49-50-1602(f)
2. *Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting* (Tennessee Department of Education and Tennessee Department of Health, 2023, pg. 90)

Cross References

Medicines 6.405