



Williamson County Board Policy Committee

February 3, 2025 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

Policy Chair - Jay Galbreath

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

1. Agenda

2. Board Policies for First and Final Reading

- a. 4.603 Promotion and Retention

3. Board Policies for First Reading

- a. 2.805 Purchasing
- b. 3.604 Public Records Request
- c. 4.301 Interscholastic Athletics
- d. 4.7001 Semester and Final Examinations
- e. 5.101 Line and Staff Relations
- f. 5.118 Criminal Background Checks
- g. 5.803 Organization Charts (Deletion)

4. Board Policy for Discussion

- a. 4.403 Library Materials and the Evaluation Rubric

Williamson County Board of Education

| | | | |
|---|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in December | Descriptor Term: Promotion and Retention | Descriptor Code: 4.603 | Issued Date: 08/19/24 |
| | | Rescinds: 4.603 | Issued: 01/17/23 |

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.¹

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

- 8 1. The student's ability to perform at the expectations of the current grade-level standards;
- 9
- 10 2. The results of local assessments, screening, or monitoring tools;
- 11
- 12 3. State assessments, as applicable;
- 13
- 14 4. Home Literacy Reports; ³
- 15
- 16 5. The overall academic achievement of the student;
- 17
- 18 6. The student's 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 1st deadline if the delay in identifying a
24 student is due to:⁴

- 25 1. Date of enrollment; or
- 26
- 27 2. Additional information acquired from state or local assessments or screening data.

28 **VOLUNTARY RETENTION⁵**

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

- 1 1. The student has a documented academic or behavior delay; and
- 2
- 3 2. The parent/guardian believes that retention may benefit the student.

4 *This information shall be submitted in writing within thirty (30) days of the end of the school year.*
5 *The district shall send written notice to the parent/guardian confirming whether the student is*
6 *eligible for retention under state law.*

7 **PROMOTION PLANS⁶**

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

13 A copy of the plan will be provided to the student's parent(s)/guardian(s), and the school shall offer the
14 opportunity for a parent-teacher conference to discuss the plan.

15 Promotion plans shall include evidence-based promotion strategies. Each promotion plan shall also
16 include expectations and measurements that can be used to verify that a student has made sufficient
17 progress to be promoted to the next grade level.

18 If a student is not making progress on his/her promotion plan, then the promotion strategies shall be
19 modified to support the student in the goal of promotion to the next grade level. Parent(s)/guardian(s)
20 shall be provided with any changes to the promotion plan.

21 A student who demonstrates sufficient academic progress with the strategies included in his or her
22 promotion plan shall be promoted to the next grade level unless retention is required per additional
23 requirements for students in third and fourth grade.⁷

24 If a student has not demonstrated sufficient academic progress as defined in his/her promotion plan by
25 the end of the school year, the student shall be eligible to enroll in a summer reading or learning
26 program, if available. If a student is enrolled in a summer program, then a decision for retention shall
27 be made after completion of the summer program. A decision for retention shall be made and
28 communicated to the student's parent or guardian at least ten (10) calendar days prior to the start of the
29 next school year. However, if the student wasn't enrolled in a summer program, the
30 parent(s)/guardian(s) shall be notified of a decision for retention at least thirty (30) calendar days prior
31 to the start of the next school year.⁸

32 The notification to the student's parent/guardian of the retention decision shall be in writing and sent
33 electronically and shall include information regarding the right of the parent/guardian to appeal the
34 retention decision.

35 **RETENTION⁷**

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

1 *Decision of Retention—General*⁹

2 If a retention decision has been made, then the school shall develop an individualized academic
3 remediation plan for the retained student within thirty (30) calendar days after the beginning of the
4 next school year. A copy of the academic remediation plan shall be provided to the student's
5 parent/guardian within ten (10) calendar days of development of such plan. The academic remediation
6 plan shall be developed in coordination with the student's teachers and may also include input from the
7 student's parents, school counselor, or other appropriate school personnel. The academic remediation
8 plan shall be implemented to help the retained student attain and demonstrate learning proficiency and
9 shall include at least one (1) of the following strategies:

- 10 1. Adjustment to the current instructional strategies or high quality instructional materials;
- 11
- 12 2. Additional instructional time;
- 13
- 14 ~~3. Individual tutoring;~~
- 15
- 16 4. Attendance or truancy interventions; or
- 17
- 18 5. Modification to the student's classroom assignment to ensure the student receives
19 instruction from a teacher with a level of overall effectiveness of above expectations (level
20 4) or significantly above expectations (level 5).
- 21

22 Retention shall not:

- 23
- 24 1. Be used without an academic remediation plan;
- 25
- 26 2. Be used as a punitive or disciplinary measure;
- 27
- 28 3. Be based solely on English language proficiency, for student who are identified as English
29 learners;
- 30
- 31 4. Be based solely on the student's disability or suspected disability; or
- 32
- 33 5. Be based solely on a student's maturity.

34 A student shall not be retained more than one (1) time in any given grade level. The progress of a
35 retained student shall be closely monitored and reported to parents a minimum of three (3) times
36 during the school year in which the student is retained.

37 *Decision of Retention—Third Grade*¹⁰

38 Third grade students shall not be promoted to the next grade unless they are determined to be
39 proficient (i.e. receive a performance level rating of "on track" or "mastered" on the English language
40 arts (ELA) portion of the student's most recent TCAP test.

41

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

- 2
- 3 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
- 4 portion of the student’s most recent TCAP test may be promoted if:
- 5
- 6 a. The student is an English language learner and has received less than two (2) full years
- 7 of ELA instruction;
- 8 b. The student was previously retained in grades K-3;
- 9 c. The student was retested in accordance with TDOE guidelines before the next school
- 10 year and scores proficient in ELA;
- 11 d. The student attends a learning loss bridge camp before the next school year, maintains a
- 12 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
- 13 test at the end of the camp;
- 14 e. The student receives high-dosage, low-ratio tutoring for the entirety of the next school
- 15 year in accordance with state law; or
- 16 f. The student demonstrated proficiency in ELA standards by scoring with the fiftieth
- 17 percentile (50%) on the most recently administered state-provided benchmark
- 18 assessment and the district provides tutoring services to the student during the entire
- 19 fourth grade school year and notifies the student’s parent/guardian, in writing, of the
- 20 benefits of enrolling the student in summer school.
- 21
- 22 2. A student in third grade receiving a performance rating level of “below” on the ELA portion
- 23 the student’s most recent TCAP test may be promoted if:
- 24
- 25 a. The student is an English language learner and has received less than two (2) full years
- 26 of ELA instruction;
- 27 b. The student was previously retained in grades K-3;
- 28 c. The student was retested in accordance with TDOE guidelines before the next school
- 29 year and scores proficient in ELA; or
- 30 d. The student attends a learning loss bridge camp before the next school year, maintains a
- 31 ninety percent (90%) attendance rate, and receives high-dosage, low-ratio tutoring for
- 32 the entirety of the next school year in accordance with state law.

33 Decision of Retention – Fourth Grade¹⁰

34 Students in the following categories may be promoted to fifth grade if they demonstrate adequate

35 growth on the fourth-grade ELA portion of the TCAP test:

- 36 1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the
- 37 fourth-grade school year; and
- 38
- 39 2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while
- 40 maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the
- 41 fourth-grade school year.

42 If a student that was promoted to fourth grade under one of the provisions above does not demonstrate

43 adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

- 1 1. The student’s principal shall convene a conference consisting of the following parties: the
2 student’s parent(s)/legal guardian, the student’s ELA teacher, and the student’s principal.
3
- 4 2. The conference shall review the student’s fourth grade ELA performance to determine if the
5 student should be promoted to fifth grade.
6
- 7 3. At the conclusion of the conference, a majority of the parties shall agree to one of the
8 following:
 - 9 a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of
10 the student’s fifth-grade year; or
 - 11 b. The student will be retained in fourth grade. A student shall not be retained more than
12 once in fourth grade.
13

14 *Decision of Retention—Students with Disabilities*¹¹

15
16 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the
17 student’s IEP and/or 504 team to determine whether the student’s performance on the ELA portion of
18 TCAP was due to the student’s disability. The school district shall not retain a student with a disability
19 or suspected disability that impacts their ability to read.
20

21 **APPEALS**^{8, 12}

22 *For Local Retention Decisions Not Required Through the Tennessee Learning Loss Remediation and* 23 *Student Acceleration Act*

24
25
26 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision
27 to retain the student and provided with information on the right to appeal the decision. Appeals shall be
28 made to a committee appointed by the principal within ten (10) days. The student and his/her
29 parent(s)/guardian(s) shall be provided with written or actual notice of the appeal hearing and shall be
30 given an opportunity to address the committee. The committee shall conduct a hearing within ten (10)
31 days to determine if the student will be promoted and issue such a decision within ten (10) days. Upon
32 notification of the committee decision, the principal shall send written notification to the
33 Superintendent or his/her designee and the parent(s)/guardian(s). The notification shall advise
34 parent(s)/guardian(s) of their right to appeal such action within five (5) days to the Superintendent or
35 his/her designee.
36

37 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A
38 decision shall be issued within five (5) days.
39

40 Within five (5) business days the Superintendent or his/her designee rendering a decision, the student’s
41 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the records.
42 Follow the review, the Board may affirm or overturn the decision of the Superintendent or his/her
43 designee. The action of the Board shall be final.
44

45 *For Students Required to Be Retained Due to the Tennessee Learning Loss Remediation and Student* 46 *Acceleration Act*

- 1
2 For students where retention is required per the additional requirements for students in third and fourth
3 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in
4 accordance with state law.¹³
5

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(e)
4. TRR/MS 0520-01-03-.16(4)
5. TCA 49-6-314; TRR/MS 0520-01-03-.16(6)
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 TCA 49-6-3115
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)

Cross References

Credit Recovery 4.210
Grading System 4.600
Attendance 6.200



POLICY REVIEW OR CREATION REQUEST

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

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

Date Submitted to General Counsel: ___ N/A _____

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

Policy 4.603 – Promotion and Retention

Brief summary of the proposed addition or changes:

The State Board of Education updated regulation 0520-01-03-.16 at its November 2024 meeting. Parents/guardians who choose to retain their K-2 student must submit a written request within thirty days of the end of the school year. If the student is not eligible for voluntary retention under state law, the district is now required to respond to the parent/guardian in writing. I recommend adding a provision about this requirement to WCBOE policy.

Brief justification of why additions or changes needed or required:

Legal compliance with State Board of Education regulation 0520-01-03-.16.

Staff analysis of the proposed addition or changes in terms of the following:

Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

Recommend approval.

Dana M. Ausbrooks

Name of Individual Submitting Policy for Review

1/10/25 _____
Date

Williamson County Board of Education

| | | | |
|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in September | Descriptor Term: Purchasing | Descriptor Code: 2.805 | Issued Date: 02/20/23 |
| | | Rescinds: 2.805 | Issued: 02/19/22 |

1 PURCHASING AUTHORITY

2 The Executive Committee or its designee, the Purchasing Manager, is responsible for and has authority
3 to purchase all equipment, services, and supplies for the exclusive use of the school system.

4 The Executive Committee and others (purchasing agent) shall be the only persons authorized to obligate
5 the district for the purchase of supplies, equipment, and services.

6 Purchases made by anyone not authorized by the appropriate officials shall become the personal
7 responsibility of the persons making the purchase or purchases. The Board and the Superintendent of
8 Schools will not under any circumstances be responsible for payment of any material or supplies
9 purchased by unauthorized individuals or in an un-prescribed manner.

10 The Superintendent of Schools and other employees designated by the Board shall be authorized to act
11 for the Williamson County Schools in acquiring Federal surplus property through the Tennessee General
12 Services Department for Surplus Property and in entering into agreements, certifications, and covenants
13 of compliance concerning the use of federal surplus property. Those so designated may delegate this
14 authority to other Board members on dates specified by letter of designation. This delegation of
15 purchasing authority may be made solely for the purpose of purchasing surplus Federal property.¹

16 GENERAL

17 The primary responsibility of every purchaser is to obtain “the best value for the dollar” for products and
18 services for the School System.²

19 All purchases shall be made in accordance with Tennessee State Law. All purchases of supplies,
20 materials, and equipment in excess of fifty thousand dollars (\$50,000.00), including those of individual
21 schools, shall be based upon competitive bids.³ These bids shall be solicited by advertisement in a
22 newspaper of general circulation in the district. However, said newspaper advertisement may be waived
23 by the purchasing agent in case of emergency. The purchasing agent shall advertise for bids. However,
24 bids are not required where the purchases will be made from State or Federal GSA Contract. Also, when
25 the purchasing agent deems that the state contract is not in the best interest of the taxpayer, alternative
26 pricing will be obtained.

27 All purchases estimated to be between \$20,000.00 and \$50,000.00, including those of individual schools,
28 may be made in the open market without newspaper notice, but shall be based on at least three (3)
29 competitive quotes.³

30 The lowest and best bid shall be accepted, provided the Board reserves the right to reject any or all bids
31 or any part of any bid, and if applicable, to accept the bid which is best as evidenced by reasons relative

1 to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for opening of
2 bids. Any bid received after the time and date specified shall not be considered. The Board recognizes
3 that the lowest bid may not be the most responsible nor most advantageous to the public. Factors to be
4 considered should include the responsibility of the bidders, warranty offered, availability of service parts,
5 past service experience, life cycle costing, stocking of parts, and training expenses. Any bid that is not
6 the low bid will require Board approval. Monthly summaries of bids shall be submitted to the Board of
7 Education.

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

10 ~~Contracts for legal services, educational consultants, services from an insurance provider, and similar~~
11 ~~services by professional persons or groups of high ethical standards shall not be based upon competitive~~
12 ~~bids but shall be awarded on the basis of competence and integrity.⁴~~

13 **EMERGENCY PURCHASES**

14 Purchases of specific materials, supplies, equipment or services may be made in the open market for
15 immediate delivery only to meet bona fide emergencies arising from unforeseen cause. All bona fide
16 emergencies must be approved by the Purchasing Manager, and a written report on the circumstances of
17 any such emergency justifying the purchase shall be prepared and accompany the requisition. However,
18 purchases will not be considered an emergency when lack of proper planning has taken place. All
19 emergency purchases shall, if practical, be made on the basis of competitive bids.⁵

20 **COORDINATION BETWEEN DIRECTORS AND PURCHASING OFFICE**

21 The Directors and the purchasing office shall follow the standard operating procedure in scheduling bids,
22 review of specifications, advertisement and awarding of bid. This procedural guideline will be on file in
23 the Finance Department.

24 **BID SPECIFICATIONS**

25 It is the responsibility of the requesting department head to submit complete bid specifications to the
26 purchasing department. The purchasing department may amend bid specifications to guard the Board's
27 interests. Justification must be provided on any sole source or brand name item. Specifications provided
28 for bids must have language that will not restrict vendors from quoting or justification must be attached.

29 The Superintendent of Schools shall give top priority to and exercise tight quality control.

30 All purchases shall be made strictly according to law. No contract for supplying educational needs shall
31 be made with any member of the Board, with the Superintendent of Schools, or with any business
32 organization in which any Board member of the Superintendent of Schools has any financial interest
33 whatsoever.

34 The District will purchase materials and services for those sources able to offer the best prices, consistent
35 with quality, delivery, and service.

1 The Board shall establish the specifications which it expects suppliers and manufacturers to meet or
2 exceed in the supplies and equipment sold to the Williamson County Schools. The Board may
3 occasionally solicit the assistance of outside agencies in the spot checking of materials purchased by the
4 school district.

5 The Superintendent of Schools or designee is responsible for assuring that all bills are checked to
6 determine if the price is consistent with market conditions and extra value is received for quantity orders.

The Board may occasionally cooperate with other governmental agencies in the purchasing of goods, services, and equipment in order to obtain them at a lower cost.

Legal References

1. TCA 49-2-203(a)(3); TCA 12-3-1212
2. TCA 6-36-115; TCA 12-4-106; TCA 49-2-206(b)(3); TCA 49-6-2003
3. TCA 49-2-203; TCA 49-2-206(b)(2); TCA 12-3-1212
4. TCA 29-20-407; TCA 12-3-1209; TCA 12-4-107
5. Tennessee Internal School Uniform Accounting Procedure Manual, Section 4-8

Cross References

- Executive Committee 1.301
Purchase Orders and Contracts 2.808



POLICY REVIEW OR CREATION REQUEST

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

Recommended by: Staff General Counsel Board Member _____ Margie Johnson _____

Date Submitted to General Counsel:

_____ 1.7.2025 _____

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

2.805 Purchasing

Brief summary of the proposed addition or changes:

See track changes in attached policy 2.805

Brief justification of why additions or changes needed or required:

The items on page 2 lines 10-12 also need to be included in competitive bidding.

Staff analysis of the proposed addition or changes in terms of the following:

Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

_____ Margie Johnson _____
Name of Individual Submitting Policy for Review

_____ 1.7.2025 _____
Date

Williamson County Board of Education

| | | | |
|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in October | Descriptor Term: Public Records Request | Descriptor Code: 3.604 | Issued Date: 06/23/21 |
| | | Rescinds: 3.604 | Issued: 04/20/20 |

1 The Tennessee Public Records Act (“TPRA”) provides that all state, county and municipal records
2 shall, at all times during business hours be open for personal inspection by any citizen of this state, and
3 those in charge of the records shall not refuse such right of inspection to any Tennessee citizen, unless
4 otherwise provided by state law.¹ Accordingly, the public records of Williamson County Schools
5 (“WCS”) are presumed to be open for inspection unless otherwise provided by law. Access to public
6 records shall be limited to Tennessee citizens.

7 Personnel of Williamson County Schools shall timely and efficiently provide access and assistance to
8 Tennessee citizens requesting to view or receive copies of public records to the degree required by
9 applicable law. No provisions of this Policy shall be used to hinder access to open public records.
10 However, the integrity and organization of public records, as well as the efficient and safe operation of
11 Williamson County, shall be protected as provided by current law. Concerns about this Policy should
12 be addressed to the Public Records Request Coordinator for Williamson County Schools or to the
13 Tennessee Office of Open Records Counsel (“OORC”).

14 This Policy is available for inspection and duplication at the Williamson County School’s central
15 office and at www.wcs.edu. This Policy shall be reviewed every two years to ensure continued
16 compliance with applicable law.

17 This Policy shall be applied consistently throughout the various offices, departments, and/or divisions
18 of Williamson County Schools.

19 **Definitions:**

- 20 1. Records Custodian: The office, official or employee lawfully responsible for the direct custody
21 and care of a public record. The records custodian is not necessarily the original preparer or
22 receiver of the record.
- 23
- 24 2. Public Records: All documents, papers, letters, maps, books, photographs, microfilms,
25 electronic data processing files and output, films, sound recordings, or other material,
26 regardless of physical form or characteristics, made or received pursuant to law or ordinance or
27 in connection with the transaction of official business by any governmental agency.
- 28
- 29 3. *Confidential record: Any record, or part of a record, which is defined by the Tennessee*
30 *Public Records Act, or other state or federal law, as being exempt from public inspection,*
31 *including, but not limited to, those records listed in T.C.A. § 10-7-504.*
- 32

- 1 4. *Labor: The time reasonably necessary to produce the requested records and includes the*
2 *time spent locating, retrieving, redacting, and reproducing records*
3
- 4 5. Public Records Request Coordinator: The individual, or individuals, designated in Section III,
5 A.3 of this Policy who has, or have, the responsibility to ensure public record requests are
6 routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. The
7 Public Records Request Coordinator (“PRRC”) may also be a records custodian.
8
- 9 6. Requestor: A Tennessee Citizen seeking access to a public record, whether it is for inspection
10 or duplication.

11 Requesting Access to Public Records

- 12 1. Public record requests shall be made to the Public Records Request Coordinator
13 (“Coordinator”) or his/her designee in order to ensure public record requests are routed to the
14 appropriate records custodian and fulfilled in a timely manner.
15
- 16 2. Requests for inspection only may be made orally or in writing. ~~or in person at the Williamson~~
17 ~~County Schools Central Office located at 1320 Main Street, Suite 202, Franklin, Tennessee~~
18 ~~37064; by U.S. mail at the Williamson County Schools, 1320 Main Street, Suite 202, Franklin,~~
19 ~~Tennessee 37064 or by calling Williamson County Schools at 615-472-4000.~~ WCS would
20 prefer but does not require a written request. *If the requestor desires responses or written*
21 *communications from WCS to be sent to a preferred mailing or email address, these*
22 *addresses must be provided by the requestor. If the requestor does not provide a preferred*
23 *mailing or email address, then any requests for clarification, responses, or other written*
24 *communication required by the TPRA in response to requests for inspection only will be sent*
25 *to the mailing address shown on the proof of Tennessee citizenship submitted by the*
26 *requestor.*
27
- 28 3. *Requests for inspection only may be made orally or in writing using the attached*
29 *Inspection/Duplication of Records Request form at 1320 West Main Street, Suite 202,*
30 *Franklin, Tennessee 37064 or by calling WCS at 615-472-4000 or via email to*
31 *public.records@wcs.edu. If sending via email, please write “Open Records Act Request” in*
32 *the subject line.*
33
- 34 4. *Requests for copies, or requests for inspection and copies, shall be made in writing using the*
35 *attached Inspection/Duplication of Records Request form delivered in one of the following*
36 *ways: in person or by U.S. mail at 1320 Main Street, Suite 202, Franklin, Tennessee 37064*
37 *or by email to public.records@wcs.edu. If sending via email, please write “Open Records Act*
38 *Request” in the subject line.* Requests for copies of public records shall be made in writing
39 delivered in one of the following ways: in person at the Williamson County Schools Central
40 Office located at 1320 Main Street, Suite 202, Franklin, Tennessee 37064; by U.S. mail at the
41 Williamson County Schools, 1320 Main Street, Suite 202, Franklin, Tennessee 37064 or by
42 calling Williamson County Schools at 615-472-4000.
43

- 1 5. Request made on social media will not be accepted. Requests for either inspection or copies
2 should be made in the manner described in the paragraphs above, directed to the PRRC as
3 provided herein, in order to receive prompt attention.
4
- 5 6. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license or
6 alternative acceptable form of ID is not required as a condition to inspect or receive copies of
7 public records, unless there is an indication that the Requestor is not a Tennessee citizen.

8 Responding to Public Records Requests

- 9 1. The Coordinator shall review public record requests and make an initial determination of the
10 following: a. If the requestor provided evidence of Tennessee citizenship; b. Whether the
11 records requested are described with sufficient specificity to identify them; and c. Whether the
12 records are Williamson County Schools records and, if so, what Williamson County School is
13 the custodian of the records
14
- 15 2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate
16 action(s):
17
 - 18 a. Advise the requestor of this Policy and ask for proof of Tennessee citizenship;
19
 - 20 b. If the requestor asks for copies explain the form that needs to be completed and any
21 fees, if not otherwise waived.
22
 - 23 c. If permitted under this Policy, the Custodian shall inform the requestor in writing that
24 the request has been denied and an explanation of the reason why the request is denied,
25 including any one of the following reasons:
 - 26 i. The requestor is not, or has not presented evidence of being, a Tennessee citizen.
 - 27 ii. The requestor's description of the records is not specific enough to determine
28 what records are being requested.
 - 29 iii. An exemption makes the record not subject to disclosure under the TPRA and
30 provide the exemption in written detail.
 - 31 iv. Williamson County Schools are not the custodian of the requested records.
 - 32 v. The records do not exist.
33
 - 34 d. If appropriate, contact the requestor to see if the public records request can be narrowed
35 and/or clarified.
36
 - 37 e. If known, forward the records request to the appropriate records custodian in
38 Williamson County School.
39
 - 40 f. If requested records are in the custody of a different governmental entity, and the
41 Coordinator knows the correct governmental entity, advise the requestor of the correct
42 governmental entity and Coordinator for that entity if known.
43
 - 44 g. *Whenever the personnel records of a WCS employee or emails of a Williamson
45 County Board of Education board member are requested, the custodian shall make a*

1 *record of such request and provide notice, within three (3) business days from the*
2 *date of the request to the employee or board member whose personnel records or*
3 *emails have been requested.*
4

5 3. The designated Coordinators for Williamson County Schools are:
6

- 7 a. For Requests from citizens of the State of Tennessee to Williamson County Schools is
8 the General Counsel for Williamson County Schools;
9
10 b. For Personnel Requests to Williamson County Schools is the Assistant Superintendent
11 of Human Resources;
12
13 c. For Media Requests to Williamson County Schools is the Communications Executive
14 Director;
15
16 d. Contact Information: Williamson County Schools, 1320 West Main Street, Suite 202,
17 Franklin, Tennessee 37064; public.records@wcs.edu.
18

19 4. Distributing Public Records Request to the Appropriate Records Custodian:
20

- 21 a. Upon receiving a public records request, a records custodian shall promptly make
22 requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If
23 the records custodian is uncertain that an applicable exemption applies, the custodian
24 may consult with the Coordinator, legal counsel, or the Office of Records Counsel.
25
26 b. If not practicable to promptly provide requested records because additional time is
27 necessary to determine whether the requested records exist; to search for, retrieve, or
28 otherwise gain access to records; to determine whether the records are open; to redact
29 records; or for other similar reasons, then a records custodian shall, within seven (7)
30 business days from the records custodian's receipt of the request notify the requestor in
31 writing.
32
33 c. If a records custodian denies a public record request, he or she shall deny the request in
34 writing.
35
36 d. If a records custodian reasonably determines production of records should be segmented
37 because the records request is for a large volume of records, or additional time is
38 necessary to prepare the records for access, the records custodian shall notify the
39 requestor in writing that production of the records will be in segments and that a records
40 production schedule will be provided as expeditiously as practicable. If appropriate, the
41 records custodian should contact the requestor to see if the request can be narrowed.
42
43 e. If a records custodian discovers records responsive to a records request were omitted,
44 the records custodian should contact the requestor concerning the omission and produce
45 the records as quickly as practicable.
46

1 5. Redacting Confidential Information or Information not otherwise subject to the Public Records
2 Act.

- 3
- 4 a. If a record contains confidential information or information that is not open for public
5 inspection, the records custodian shall prepare a redacted copy prior to providing
6 access. If questions arise concerning redaction, the records custodian should coordinate
7 with counsel or other appropriate parties regarding review and redaction of records.
8
- 9 b. Whenever a redacted record is provided, a records custodian should provide the
10 requestor with the basis for redaction. The basis given for redaction shall be general in
11 nature and not disclose confidential information. A records custodian is otherwise not
12 required to provide any sort of privilege log.
13

14 6. Inspection of Records

- 15
- 16 a. There shall be no charge for inspection of open public records that are subject to
17 inspection under the TPRA.
18
- 19 b. Inspection of public records shall take place at Williamson County Schools located in
20 Williamson County, Tennessee. The location for inspection of public records within
21 Williamson County Schools shall be determined by the PRRC or the appropriate
22 records custodian. A member of WCS staff will assist the requestor while inspecting
23 public records.
24
- 25 c. Appointments for inspection of public records are required. The record Custodian will
26 cooperate with the requestor and try to schedule a time during regular business hours
27 that is convenient for the requestor.
28

29 7. Copies of Records

- 30
- 31 a. A records custodian shall promptly respond to a public record request for copies *in the*
32 *most economic and efficient manner practicable.*
33
- 34 b. *At the discretion of the records custodian or PRRC, as applicable, and where possible,*
35 *the responsive records may be emailed to the requestor.*
36
- 37 c. Copies, *whether hard copies or in electronic form, such as on a flash drive,*
38 *depending on what is most practical for the records custodian or PRRC,* will be
39 available for pickup at a location specified by the records custodian.
40
- 41 d. Upon payment for postage *and copies,* copies will be delivered to the requestor's
42 *preferred or* home address by the United States Postal Service. *Additional permitted*
43 *means of delivery may be utilized at the discretion of the PRRC or records custodian,*
44 *as appropriate.*
45

- 1 e. A requestor is not permitted to make copies of records with any type of personal
2 equipment, including but not limited to cell phones, portable scanners, flash drives or
3 portable copy machines, and is prohibited from removing the records to have copied by
4 a third party. *Due to cybersecurity reasons, under no circumstances may a requestor*
5 *insert a personal flash drive or other storage device into any WCS computer. A*
6 *requestor may provide an unopened, manufacturer sealed flash drive to the district to*
7 *obtain electronic copies. The use of any other device is at the discretion of the PRRC,*
8 *as appropriate. This decision will be made based on considerations such as security or*
9 *the burden imposed on the department.*

10
11 8. Fees and Charges and Procedures for Billing and Payment

- 12
13 a. Records custodians shall provide requestors with an itemized estimate of the charges
14 prior to producing copies of records, to the extent possible, and may require pre-
15 payment of such charges before producing requested records.
16
17 b. When fees for copies and labor do not exceed five dollars (\$5.00), the fees may be
18 waived. Requests for waivers of any fees above must be presented to the Coordinator
19 who is authorized to determine if such waiver is in the best interest of Williamson
20 County and in the public good. Fees associated with aggregated records requests will
21 not be waived.
22
23 c. The Superintendent, or his or her designee, may waive or reduce any part of the fees
24 calculated under this policy upon a submission of a written request for waiver or
25 reduction. Any decision to waive or reduce the fees is in the sole discretion of the
26 Superintendent, is not subject to judicial review and does not establish any precedent.
27
28 d. Payment in advance is required for all requests for copies of public records. Requestors
29 must pay by personal or cashier's check payable to Williamson County Schools
30 delivered as specified by the PRRC. If the requestor's check does not clear, Williamson
31 County Schools will not comply with any public records requests by that requestor until
32 payment, including any processing fees related to the check, is received in full.
33
34 e. Fees and charges for copies are as follows:
35 i. \$0.15 per page for letter- and legal-size black and white copies.
36 ii. \$0.50 per page for letter- and legal-size color copies.
37 iii. Other fees: A Public Records Custodian may charge higher fees for copies of
38 documents that are on a medium other than 8½ x 11 inch paper or 8½ x 14 inch
39 paper.
40 iv. Cost of Labor to produce copies. When the total time to fulfill a public records
41 request exceeds 1 hour the records custodian may charge the Requestor a labor
42 fee after the Requestor is notified of the labor charge.
43 1. In calculating the charge for labor, a Records Custodian shall determine
44 the number of hours each employee spent producing a request.
45 2. The Records Custodian shall then subtract the 1 hour threshold from the
46 number of hours the highest paid employee spent producing the request.

1 3. The Records Custodian will then multiply the total number of hours to be
2 charged for the labor of each employee by that employee's hourly wage.

3 4. Finally, the Records Custodian will add together the totals for all the
4 employees involved in the request and that will be the total amount of
5 labor that can be charged.

6 v. In calculating the charge for labor, a Records Custodian shall determine the
7 number of hours each employee spent producing a request.

8 vi. The Records Custodian shall then subtract the 1 hour threshold from the number
9 of hours the highest paid employee spent producing the request.

10 vii. The Records Custodian will then multiply the total number of hours to be
11 charged for the labor of each employee by that employee's hourly wage.

12 viii. Finally, the Records Custodian will add together the totals for all the employees
13 involved in the request and that will be the total amount of labor that can be
14 charged.

15 ix. If an outside vendor is used, the actual costs assessed by the vendor.

16 9. Aggregation of Frequent and Multiple Requests.

17
18 a. Williamson County Schools may aggregate public record requests when more than (4)
19 requests are received within a calendar month either from a single individual or a group
20 of individuals deemed working in concert, and WCS adopts the "Frequent and Multiple
21 Request Policy" and any successor policy developed by the Office of Open Records
22 Counsel.

23
24 b. Such requests may be aggregated on any level whether by school, department, program,
25 office or otherwise.

26
27 c. The PRRC is responsible for making the determination that a group of individuals are
28 working in concert. The PRRC must inform the individuals that they are deemed to be
29 working in concert and that they have the right to appeal the decision to the Office of
30 Open Records Counsel.

31
32 10. Failure to Inspect or to Pay for Copies

33
34 a. If a requestor make two (2) or more requests to view a public record within a six-month
35 period and, for each request, the requestor fails to view the public record within fifteen
36 (15) business days of receiving notification that the record is available to view,
37 Williamson County Schools will not comply with any records request from that
38 requestor for a period of six (6) months from the date of the second request to view the
39 public records request unless the Superintendent or designee determines there was good
40 cause for the failure to view the public record.

41 b. If, after agreeing to pay an estimated cost prior to the production of copies, a requestor
42 fails to pay the cost to produce the requested copies, Williamson County Schools will
43 not comply with any public records request from the requestor until payment is
44 received.

Legal References

1. TCA 10-7-503(a)(2)(A)

PUBLIC RECORDS REQUEST FORM

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

To: Williamson County Schools

Requestor's Name: _____

Requestor's Address: _____

Requestor's Phone Number and Email: _____

Is the requestor a Tennessee citizen? ___Yes___No

Request: ___ Inspection (The TPRA does not permit fees or require a written request for inspection only).

___ Copy/Duplicate (The cost for copies is .15 per page for black and white copies).

Records Requested:

Provide a detailed description of the record(s) requested, including (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable Williamson County Schools to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

Signature of Requestor and Date Submitted

Date Received by Williamson County Schools



INSPECTION/DUPLICATION OF RECORDS REQUEST

Requestor Instructions: To make a request for copies of public records fill in sections 1-5, and sign and date section 9 at the time the request is made. Requestors who are retrieving the requested records from the office of the records custodian in person should not sign and date section 11 until the records are received. Requestors who are having the records emailed or mailed to him/her are not required to sign and date section 11 of the form.

Custodian Instructions: For requests to inspect, the **records custodian** is to fill in sections 1-6,8, and sign and date section 10 at the time the request is made. Section 12 should not be signed and dated until the requestor inspects the records. For requests for copies or duplicates, the records custodian is to fill in sections 6-8 and sign and date section 10 at the time the request is made. Section 12 should not be signed and dated until the records are retrieved by or delivered to the requestor.

Note: Tenn. Code Ann. § 10-7-503(a)(7)(A) provides that unless another provision in law specifically requires a written request, a request to inspect public records may not be required to be in writing nor can a fee be assessed for inspection of records.

(FRONT)

1. Name of requestor: _____
(Print or Type; Initials of requestor are required for copy requests)

2. (If required) Form of identification provided:
 Photo ID issued by governmental entity including requestor's address
 Other: _____

3. Requestor's address and contact information: _____

4. Request for: inspection/access copy/duplicate [previously inspected on _____ (date) or inspection waived]

5. Record(s) requested:
a. Type of record: Minutes Annual Report Annual Financial Statements
 Budget Employee file Other
b. Detailed Description of the record(s) including relevant date(s) and subject matter:

6. Request submitted to: _____
(Name of Governmental Entity, Office or Agency)
a. Employee receiving request: _____
(Print or Type and Initial)
b. Date and time request received: _____
c. Response: Same day Other _____

7. Costs (if assessed):
a. Number of pages to be copied: _____ Estimated
b. Cost
(1) per page letter or legal sized: \$_____(justification required if more than \$0.15) per black and white \$_____(justification required if more than \$0.50) per color;
(2) per page other sized or other medium _____: \$_____(justification required)

Costs continued:

- c. Estimate of labor costs to produce the copy (for time exceeding 1 hour): _____
 Labor at \$_____ /hour for _____ hour(s).
 Labor at \$_____ /hour for _____ hour(s).
 Labor at \$_____ /hour for _____ hour(s).
- d. Programming cost to extract information requested: _____
- e. Method of delivery and cost: _____ Estimated
 On-site pick-up U.S. Postal Service Other: _____
- f. Estimate of total cost to produce request: _____
- g. Estimate provided to requestor: in person by U.S.P.S. by phone Other: _____

8. Payment:

- a. Form of payment: Cash Check Other _____
- b. Amount of payment: _____
- c. Date of payment: _____
- d. Actual cost (and adjustment if prepaid): _____

9. _____
Signature of Requestor

Date Records Requested

10. _____
Signature of Records Custodian

Date of Receipt of Request

Delivery/Retrieval of Records

11. _____
Signature of Requestor

Date Records Retrieved

12. _____
Signature of Records Custodian

Date Records Retrieved/Delivered
Or

Date Records Inspected by the Requestor



POLICY REVIEW OR CREATION REQUEST

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

Recommended by: Staff General Counsel Board Member _____ Margie Johnson _____

Date Submitted to General Counsel:

_____ 1.7.2025 _____

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

3.604 Public Records Request

Brief summary of the proposed addition or changes:

See track changes in attached policy 3.604

Brief justification of why additions or changes needed or required:

I have proposed some revisions. Overall, I want the policy to state that the Public Records Request form on the website must be completed to request information and that affected parties must be notified BEFORE the records are released to review for accuracy.

Staff analysis of the proposed addition or changes in terms of the following:

Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

_____ Margie Johnson _____
Name of Individual Submitting Policy for Review

_____ 1.7.2025 _____
Date

Williamson County Board of Education

| | | | |
|---|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in November | Descriptor Term: Interscholastic Athletics | Descriptor Code: 4.301 | Issued Date: 11/18/24 |
| | | Rescinds: 4.301 | Issued: 08/16/21 |

1 GENERAL PROVISIONS

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

12 All WCS school sponsored sports programs must be sanctioned by the Tennessee Secondary Schools
13 Athletic Association (TSSAA) or the Tennessee Middle Schools Athletic Association (TMSAA).³ The
14 Superintendent of Schools shall develop a code of conduct for all coaches to follow in order to ensure
15 the health and safety of athletes.⁴

16 PROHIBITION AGAINST HAZING

17
18 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or
19 tolerate hazing activities.⁵

21 PHYSICAL EXAMINATIONS

22
23 Prior to the participation of interscholastic athletics, every student shall complete an annual physical
24 examination.⁶ These activities include, but are not limited to, weight training outside of the
25 instructional day, conditioning, open facilities, tryouts, practices, and athletic contests. The cost of the
26 examination shall be borne by the parent or guardian of the student.

28 SCHEDULING CONFLICTS

29
30 No principal or teacher shall dismiss his/her school or any group of students for the purpose of
31 attending the practice of any interscholastic sport during the school day without the written permission
32 from the Board.⁷ This does not prevent regular physical training lessons in the daily school program.

33
34 Students shall not be required to attend a school athletic event, or event related to participation on a
35 school athletic team, if the event is on an official school holiday, observed day of worship, or religious
36 holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior
37 to the event.⁸

1 SEVERE WEATHER⁴

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

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

9 ADDITIONAL PROVISIONS

10

11 In addition to the provisions listed above, all other district policies and procedures relating to school
12 operations remain in effect for activities relating to school-sponsored athletic events.

13

14 I. The Principal shall be responsible for the administration and control of the interscholastic athletic
15 program within his/her school.

16

17 a. The Principal or designee is required to accompany an athletic team on its trips, and all trip
18 requests shall be made according to the procedures established by the Williamson County
19 Schools administration.

20

21 b. Coaches shall follow the chain of command procedures for Williamson County Schools for any
22 request related to athletics. Coaches must obtain a purchase order prior to committing the
23 district or any school to purchasing any products or service.

24

25 c. School athletics are to be coached by personnel employed by Williamson County Schools.
26 Such coaches are to be compensated only from Board funds, according to the current salary
27 schedule. Coaches shall not receive pay other than from Williamson County Schools for any
28 athletic-related services provided to any student who is or may be participating in that coach's
29 sport except that coaches may participate in school authorized clinics, camps, etc.

30

31 d. Any student, except as outlined below, shall be eligible to try out for any athletic team.
32 Academic and citizenship requirements for being a member of an athletic team shall be
33 carefully considered and developed to promote the welfare of the individual student. Only
34 students in grade 6-12 shall engage in interscholastic activities.

35

36 e. *Participation or enrollment in a non-school sponsored activity or third-party program shall*
37 *not be a consideration, condition, or pre-requisite for athletic team selection or participation.*
38 *Athletic team coaches and staff are prohibited from requiring students to participate in a*
39 *non-school sponsored activity or third-party program.*

40

41 f. Students who move out of their school transportation zone but continue attendance in the
42 original school per board policy may continue to participate in athletics. The Board specifically
43 forbids recruiting of students in any fashion.

44

- 1 g. Schools may not schedule, and students may not participate in any athletic team practice during
2 the school day.³ No student or faculty may be dismissed during the school day from school
3 premises or the regular activities of the student's or school's schedule in order to play an
4 athletic contest or interscholastic game without the written approval of the Superintendent of
5 Schools which will be reported to the Board. This restriction would NOT apply to
6 tournaments/play-off games scheduled by the TSSAA.
7
- 8 h. It shall be the responsibility of the parent(s) or guardian to provide health and hospitalization
9 insurance for all students participating in interscholastic athletics.⁴
10
- 11 i. All fundraising requests related to school-sponsored athletic programs must adhere to WCS
12 Board policies governing fundraisers.
13
- 14 j. Schools may charge WCS Board authorized fees to students who choose to participate in
15 school-sponsored athletic activities.
16
- 17 II. Any sport not sanctioned by the TSSAA or TMSAA sports is not school-sponsored and is often
18 referred to as a "Club Sport." Because they are not WCS programs, no school funds may be used to
19 support these individual or team sports programs.
20
- 21 a. Schools cannot provide a pay supplement to any individual who is acting as a coach for any
22 Club Sport.
23
- 24 b. While WCS employees may choose to serve as coaches for the separate legal entities managing
25 a Club Sport, at no time should the Club Sport responsibilities be performed during the
26 employee's regularly scheduled workday nor should release time ever be granted for the
27 employee to perform these duties or attend any Club Sport event.
28
- 29 c. If there is a student-led club associated with a Club Sport, it shall be established pursuant to
30 Board Policy 4.802, Student Equal Access.
31
- 32 d. Any organizer/coach of a high school Club Sport who wishes participants to be eligible to
33 receive a waiver of the .5 elective P.E. credit must submit the appropriate form to the school's
34 athletic director for approval from the district office. Individual participants will have the P.E.
35 credit waived only after the activity has received the approval by district office staff AND the
36 individual students have submitted the appropriate form to his/her school counselor.
37
- 38 e. Schools may not charge any fees for participation in a Club Sport.
39
- 40 f. All fundraising requests must adhere to WCS Board policies governing fundraisers.
41
- 42 g. Schools may not authorize student field trips for participation in a Club Sport.
43
- 44 h. Schools may provide meeting/practice space for a Club Sport in accordance with board policy.
45

- 1 i. A Club Sport that uses the name, school colors, and/or mascot of a WCS school shall be
2 included in communication and recognized by schools and the district.
3 j. Students participating in a Club Sport are subject to all school attendance rules and procedures
4 applicable to any other students.
5
6

7 **High School Interscholastic Activities**

8 The By-Laws of Tennessee Secondary School Athletic Association shall be adopted as a part of the
9 regulation for the operation and control of athletics in the high schools of Williamson County.

10 To be eligible to participate in the interscholastic athletic activities during any semester, the high
11 school student shall at least meet current TSSAA standards.

- 12 a. Any student classified as a second semester junior or as a senior who moves out of the county
13 may complete his/her senior year, with payment of tuition, and continue to participate in
14 athletics within the guidelines of the athletic governing body.
15
16 b. If a high school student is forced to withdraw from school or is prevented from enrolling in
17 school, due to the student's illness, his/her accident, or his/her disability, the Principal may
18 request a ruling in regard to the student's eligibility, provided the student was eligible at the
19 time the illness or accident forced the student to withdraw or prevented the student from
20 enrolling in school. If ruled eligible, such a student shall be charged with a semester of
21 attendance for athletic purposes for the semester of non-attendance or withdrawal.

22 **Middle School Interscholastic Athletics**

23 The By-Laws of Tennessee Middle School Athletic Association shall be adopted as a part of the
24 regulation for the operation and control of athletics in the middle schools of Williamson County.

25 To be eligible to participate in the interscholastic athletic activities during any semester,
26 the middle school student shall at least meet current TMSAA standards.

27 Eligibility for Middle School Athletics for those middle schools who are member of TMSAA will be
28 determined as follows:

- 29 a. The middle school student shall have been academically promoted to the next higher grade.
30 Any student repeating a grade is ineligible to participate. A student who is ineligible at the
31 beginning of the school year may gain eligibility the second semester by passing five (5)
32 subjects, or the equivalent, the preceding semester, provided the student is not repeating the
33 same grade.
34
35 b. If a middle school student is forced to withdraw from school or prevented from enrolling in
36 school, due to the student's illness, his/her accident, or his/her disability, the principal may
37 request a ruling in regard to the student's eligibility, provided the student was eligible at the
38 time the illness or accident forced the student to withdraw or prevented the student from

- 1 enrolling in school. If ruled eligible, such a student shall be charged with a semester of
2 attendance for athletic purposes for the semester of non-attendance or withdrawal.

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 49-2-120](#)
6. [20 USCA § 1232h\(c\)](#); [TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
7. [TCA 49-6-1002\(a\)](#)
8. [TCA 49-6-1002\(c\)](#)

Cross References

Special Use of School Vehicles 3.402
Extracurricular Activities 4.300
Attendance 6.200



POLICY REVIEW OR CREATION REQUEST

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

Recommended by: Staff General Counsel Board Member _____ Margie Johnson _____

Date Submitted to General Counsel:

_____ 1.7.2025 _____

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

4.301 Interscholastic Sports

Brief summary of the proposed addition or changes:

See track changes in attached policy 4.301

Brief justification of why additions or changes needed or required:

I reached out to Ben Torres at TSBA about the concern I had about for profit companies using the school names for some interscholastic sports. I also heard from some parents, particularly in cheerleading, that they are told to sign up for the for profit classes, etc. or their child will not make the school team. This wording is from him in an attempt to deter this practice.

Staff analysis of the proposed addition or changes in terms of the following:

Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

_____ Margie Johnson _____
Name of Individual Submitting Policy for Review

_____ 1.7.2025 _____
Date

Williamson County Board of Education

| | | | |
|---|--|-----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in December | Descriptor Term: Semester and Final Examinations | Descriptor Code: 4.7001 | Issued Date: 09/21/20 |
| | | Rescinds: 4.7001 | Issued: 06/17/19 |

1 Appropriate written examinations shall be developed and administered to students. Examinations may
2 be in the form of written tests, student projects, portfolio, or other assessment measures as established
3 by the professional educators. Examination results shall be recorded by the professional staff.

4 The professional staff shall continuously endeavor to ensure that all examinations are consistent with
5 course goals and relevant in content and ensure that grades are consistent with content standards.

6 ~~The Principal shall be responsible for storing copies of all student semester and final examinations for
7 at least six months after the examination is administered.~~

8 All students in high school courses will take comprehensive final exams. State mandated End of
9 Course Examinations will serve as the final exam. Grades will incorporate these exam results at the
10 minimum weight allowed by the Tennessee State Board of Education.¹

11 No exam may be administered **before** the scheduled exam day. An exam may be administered after
12 the scheduled exam day with the Principal's approval.

13 ~~**The provision of this policy set forth below shall be effective July 1, 2019.**~~

14 Semester and final exams in a subject shall not be required for those high school ~~seniors~~ *students* who
15 have maintained an A average in that subject, no unexcused absences, and have not been suspended
16 during the semester. Absences may be excused by the Principal pursuant to the standards of Board
17 Policy 6.200, Attendance. Unless mandated by the State of Tennessee, ~~seniors~~ *students* who meet the
18 criteria for exemption are not required to take the final exam. Teachers will report the number of
19 exempt students for each course to their Principal.

Legal References

1. TRR/MS 0520-01-03-.06(1)(b)

Cross References

- Field Trips 4.302
Attendance 6.200
-



POLICY REVIEW OR CREATION REQUEST

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

Recommended by: Staff General Counsel Board Member _____ Margie Johnson _____

Date Submitted to General Counsel:

_____ 1.7.2025 _____

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

4.7001 Semester and Final Exams

Brief summary of the proposed addition or changes:

See track changes in attached policy 4.7001

Brief justification of why additions or changes needed or required:

A student from Page HS emailed us about whether he should have to take the exams. While he was a Junior, he was going to graduate early, so technically he was a senior. Also, for students who make all As and meet attendance requirements in all grades, the final exam doesn't affect their final grades that much. This might even incentivize some students to make better grades and have better attendance, which is factored into TISA, in order to not have to take final exams.

Staff analysis of the proposed addition or changes in terms of the following:

Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

_____ Margie Johnson _____
Name of Individual Submitting Policy for Review

_____ 1.7.2025 _____
Date

Williamson County Board of Education

| | | | |
|--|---|---|---------------------------------|
| Monitoring: Review: Annually, in January | Descriptor Term: Line and Staff Relations | Descriptor Code: 5.101 | Issued Date: 09/16/19 |
| | | Rescinds: 5.101 and 5.803 | Issued: 06/05/14 |

1 The Superintendent of Schools shall establish and maintain organization charts. The Superintendent of
2 Schools shall establish lines of authority which shall be approved by the Board and shown on the
3 system organization chart. The established lines of authority represent direction of authority and
4 responsibility and avenues for a two-way flow of ideas to improve the program and operations of the
5 school system.

6 *Each employee of Williamson County Schools shall be responsible to the School Board through the*
7 *Superintendent of Schools. All matters proposed to be submitted to the Board shall first be*
8 *channeled through the Superintendent of Schools.*

9 *All Administrators are expected to exercise their responsibilities and authority in accord with the*
10 *policies adopted by the School Board.*

11 *Every Administrator shall make a conscientious effort to integrate and reconcile the individual*
12 *employee's needs and goals with the District's needs and goals.*

13 All personnel are expected to keep the person to whom they are immediately responsible informed of
14 their activities and shall refer matters requiring administrative action to the administrator to whom they
15 are responsible. That administrator shall refer such matters to the next higher administrative authority
16 when necessary.

Cross References

Assignment/Transfer 5.115
Complaints and Grievances 5.501



POLICY REVIEW OR CREATION REQUEST

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

Recommended by: Staff General Counsel Board Member _____ Margie Johnson _____

Date Submitted to General Counsel:

_____ 1.7.2025 _____

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

5.101 Line and Staff Relations

5.803 Organizational Charts

Brief summary of the proposed addition or changes:

These two policies essentially state the same thing. I would like them to be revised into one policy.

Brief justification of why additions or changes needed or required:

These two policies essentially state the same thing. I would like them to be revised into one policy.

Staff analysis of the proposed addition or changes in terms of the following:

Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

_____ Margie Johnson _____
Name of Individual Submitting Policy for Review

_____ 1.7.2025 _____
Date

Williamson County Board of Education

| | | | |
|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in January | Descriptor Term: Criminal Background Checks | Descriptor Code: 5.118 | Issued Date: 09/17/18 |
| | | Rescinds: 5.1061 | Issued: 05/18/09 |

1 *General*

2 The Board of Education requires pre-employment criminal background checks of any prospective
3 personnel, including full-time, part-time, licensed, and non-licensed. This also includes certified and
4 non-certified individuals who are not employed by the Williamson County Board of Education
5 desiring to coach athletics in the district's middle and high schools.

6 *Background checks shall also be required for applicants, contract workers, and volunteers.¹*
7 *Individuals who (1) have been identified by the Department of Children's Services as perpetrators of*
8 *child abuse, severe child abuse, child sexual abuse, or child neglect or who pose an immediate*
9 *threat to the health, safety, or welfare of children; or (2) are listed on the state's abuse of vulnerable*
10 *persons registry maintained by the Department of Health shall not be employed.²*

11 ~~The following procedural guidelines meet this statutory requirement.~~

12 ~~1. All applicants in final consideration for hiring must submit to a criminal background check~~
13 ~~conducted by the Tennessee Bureau of Investigation and Federal Bureau of Investigation. Prior to~~
14 ~~completing final paperwork in the Human Resources Office, the applicant will be fingerprinted by a~~
15 ~~Tennessee Bureau of Investigation selected vendor. The copy of the results of this criminal background~~
16 ~~investigation may be supplied to the applicant.~~

17 ~~2. The Human Resources staff will also conduct background checks for such applicants with the~~
18 ~~Tennessee Department of Children's Services and the National Predator database prior to an offer of~~
19 ~~employment. Criminal background checks will also be conducted every five (5) years after initial~~
20 ~~employment.~~

21 ~~3. Applicant may be employed by Williamson County Schools contingent upon a background check~~
22 ~~that does not conflict with or hinder the ability to perform in the best interest of our students and the~~
23 ~~district.~~

24 4. If an employee is convicted of an offense that, if committed on or after July 1, 2007 is a sexual
25 offense or a violent sexual offense as defined in TCA §40-39-202, after the criminal background check
26 is conducted, the employee shall notify the Human Resources office of the conviction within seven (7)
27 days from the date of conviction.

28 *Applicants and current employees shall be entered into the federal RAP back program.³ Notice of*
29 *the following shall be provided:*

1 *1. Possible fees charged by the Tennessee Bureau of Investigation; and*

2
3 *2. Fingerprints will be retained by the Tennessee Bureau of Investigation and the Federal*
4 *Bureau of Investigation for all purposes and uses authorized for fingerprint submission.*

5 *Any costs incurred to perform these background checks and fingerprinting shall be paid by*
6 *applicants. The Board shall reimburse applicants if the position is offered and accepted.*

7 *CONTRACTORS AND VOLUNTEERS*

8 *To ensure the safety and welfare of students and staff, the district shall require criminal history*
9 *background checks and fingerprinting of contractors, and volunteers and any other positions that*
10 *require proximity to children. Any costs incurred to perform these background checks and*
11 *fingerprinting shall be paid by the applicant. The Board shall not reimburse the applicant if the*
12 *position is offered and accepted.⁴*

13 *Background checks shall be required of the individuals listed above at least once every five (5) years*
14 *after the initial background check.¹*

15 *USE AND DISSEMINATION*

16 *Fingerprints or other approved forms of positive identification shall be submitted with all requests*
17 *for criminal history record checks for non-criminal justice purposes.⁵*

18 *Tennessee and FBI Criminal History Record Information (CHRI) obtained by the district shall be*
19 *solely used to verify criminal violations and shall not be disseminated. Results shall be considered*
20 *confidential and only accessible to district personnel identified by the Superintendent of Schools*
21 *and/or designee. CHRI shall only be accessed by authorized personnel in the performance of their*
22 *duties and shall never be released to the public.*

23 *MISUSE*

24 *Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and*
25 *including termination. Any employee with knowledge of misuse shall immediately report a violation*
26 *to the Human Resources office.*

Legal References

1. [TCA 49-5-413](#)
2. [TCA 49-5-406\(a\)\(1\)](#); [TCA 49-5-403](#);
[TCA 49-5-413\(a\)\(2\), \(e\)](#)
3. [TCA 49-5-413\(f\)](#)
4. [TCA 49-5-413\(c\)](#)
5. [34 USCA § 40316](#)

Cross References

School Volunteers 4.501
Application and Employment 5.106
Substitute Teachers 5.701



POLICY REVIEW OR CREATION REQUEST

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

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

Date Submitted to General Counsel: ___ N/A _____

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

Policy 5.118 Criminal Background Investigations

Brief summary of the proposed addition or changes:

In 2018, the Tennessee General Assembly passed a law requiring background checks every five (5) years for teachers or other positions requiring proximity to children. This requirement was intended to be removed for district employees upon acceptance into the Federal Bureau of Investigation rap back program. As Tennessee has now been accepted into this program, employees must be enrolled in it. Other categories of individuals who may have proximity to children (contractors and volunteers) may continue to go through the regular background check process or the district may choose to enroll them in the rap back program as well. Staff recommends contractors and volunteers continue to go through the regular background check process.

Brief justification of why additions or changes needed or required:

Legal compliance with TCA 49-5-413 as Tennessee has now been accepted into the FBI rap back program.

Staff analysis of the proposed addition or changes in terms of the following:

Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

Recommend approval.

Dana M. Ausbrooks

01/10/25

Name of Individual Submitting Policy for Review

Date

Williamson County Board of Education

| | | | |
|---|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in February | Descriptor Term: Organization Charts | Descriptor Code: 5.803 | Issued Date: 06/06/14 |
| | | Rescinds: 5.803 | Issued: 04/16/01 |

1 ~~Charts depicting the administrative Organization of the School System shall be developed, maintained~~
2 ~~and revised periodically and appropriately distributed. The responsibilities, functions, duties, line of~~
3 ~~authority, and inter-relationships of all Administrative and Supervisory personnel shall be listed and~~
4 ~~explained in a separate Handbook entitled "Administrative Manual".~~

5 ~~All personnel will be guided by these job descriptions until the descriptions are changed in writing by~~
6 ~~the Superintendent of Schools.~~

7 ~~A current copy of this Handbook shall be maintained in each major department or service area of the~~
8 ~~District Office, each school, the WCEA Office and other places deemed appropriate by the~~
9 ~~Superintendent of Schools.~~

10 ~~Each employee of the Williamson County Public Schools, shall be responsible to the School Board~~
11 ~~through the Superintendent of Schools. All matters proposed to be submitted to the Board shall first be~~
12 ~~channeled through the Superintendent of Schools.~~

13 ~~All Administrators are expected to exercise their responsibilities and authority in accord with the~~
14 ~~policies adopted by the School Board.~~

15 ~~Every Administrator shall make a conscientious effort to integrate and reconcile the individual~~
16 ~~employee's needs and goals with the District's needs and goals.~~



POLICY REVIEW OR CREATION REQUEST

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

Recommended by: Staff General Counsel Board Member _____ Margie Johnson _____

Date Submitted to General Counsel:

_____ 1.7.2025 _____

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

5.101 Line and Staff Relations

5.803 Organizational Charts

Brief summary of the proposed addition or changes:

These two policies essentially state the same thing. I would like them to be revised into one policy.

Brief justification of why additions or changes needed or required:

These two policies essentially state the same thing. I would like them to be revised into one policy.

Staff analysis of the proposed addition or changes in terms of the following:

Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

_____ Margie Johnson _____
Name of Individual Submitting Policy for Review

_____ 1.7.2025 _____
Date

Williamson County Board of Education

| | | | |
|---|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in November | Descriptor Term: Library Materials | Descriptor Code: 4.403 | Issued Date: 06/17/24 |
| | | Rescinds: 4.403 | Issued: 05/15/23 |

1 The school librarians shall be responsible for the library materials physically located in the school’s
2 library. Teachers shall be responsible for library collection development for the materials maintained in
3 a teacher’s classroom. Library materials are defined as print and non-print materials curated, processed,
4 and inventoried by school librarians and/or classroom teachers in collaboration with building Principals,
5 but the definition does not include materials made available to students as part of a course curriculum.
6 Library materials shall be reviewed to ensure the content aligns with state and federal law.²

7 Discretion to remove books from the shelves of school libraries must be exercised in a manner consistent
8 with First Amendment principles.¹ Material shall not be excluded from library collections because of
9 doctrinal approval/disapproval or based upon disagreement with viewpoints, political ideas or social
10 perspectives discussed in the books.

11 Prior to placing new material in the school library (or in the library collection of a classroom), the
12 responsible librarian or teacher shall determine that the material adheres to the following criteria, using
13 the Library Materials *Evaluation Rubric* ~~Decision Tree~~:

- 14 1. Materials shall be suitable for and consistent with the educational mission of the school. Every
15 effort will be made to provide materials that present many points of view concerning the
16 problems and issues of our times--international, national, and local.
17
- 18 2. Materials shall be appropriate for the age and maturity levels of the students who may access
19 them. The determining factor will be based on an assessment of any mature themes or content.
20

21 State law provides that materials containing any of the following are not appropriate for the age
22 or maturity level of a student in any of the grades K-12 and “must not be maintained in a
23 school’s library collection”:

- 24
- 25 (a) Excess violence, meaning the depiction of acts of violence in such a graphic or
26 bloody manner as to exceed common limits of custom and candor, or in such a
27 manner that it is apparent that the predominant appeal of the material is portrayal of
28 violence for violence's sake;
29
- 30 (b) Nudity, meaning the showing of the human male or female genitals, pubic area, or
31 buttocks with less than a fully opaque covering or the showing of the female breast
32 with less than a fully opaque covering of any portion below the top of the nipple, or
33 the depiction of covered male genitals in a discernibly turgid state;
34

- 1 (c) Sadomasochistic abuse, meaning flagellation or torture or physical restraint by or
2 upon a person for the purpose of sexual gratification of either person;
3
- 4 (d) Sexual conduct, meaning:
5 (i) Patently offensive representations or descriptions of ultimate sexual acts
6 (meaning sexual intercourse, anal or otherwise, fellatio, cunnilingus or sodomy), normal
7 or perverted, actual or simulated. A sexual act is simulated when it depicts explicit
8 sexual activity that gives the appearance of ultimate sexual acts, anal, oral or genital.
9 (ii) Patently offensive representations or descriptions of masturbation, excretory
10 functions, and lewd exhibition of the genitals;
11
- 12 (e) Sexual excitement, meaning the condition of human male or female genitals when
13 in a state of sexual stimulation or arousal;
14
- 15 (f) Patently offensive material, meaning that which goes substantially beyond customary
16 limits of candor in describing or representing such matters; and
17
- 18 (g) Material appealing to the prurient interest, meaning a shameful or morbid interest in
19 sex.
20

21 The definitions (a-g) provided above are included solely to track specific state law
22 requirements that become effective July 1, 2024. Should these provisions be eliminated from
23 state law requirements, whether by legislative amendment or action of a court of competent
24 jurisdiction, they shall be considered eliminated from this policy effective as of the date of such
25 change in the law.
26

27 *A “Mature Materials List” shall be developed by the librarian for each elementary, middle,
28 and high school library collection, for the purpose of identifying materials in the library
29 collection that contain mature content but are deemed valuable for educational purposes
30 based on literary, historical, scientific and/or artistic merit.*

31
32 *Librarians shall use their professional judgment in determining which materials to include
33 on the “Mature Reading List”, keeping in mind that materials that violate the explicit
34 prohibitions of the Age Appropriate Materials Act may not be retained in the library
35 collection, but that other materials that contain mature content, but do not violate the
36 statutory prohibitions, should be identified so that parents and guardians may make
37 informed decisions regarding access to the materials. To provide additional context or
38 guidance regarding age-appropriateness of these materials, librarians shall use the following
39 designations for materials contained on the “Mature Materials List”:*

40
41 *L (Language): Contains excessive or pervasive use of vulgarity or profanity.*

42 *S (Sensual Content): Contains detailed references or descriptions of sexual activity,
43 but does not violate the explicit prohibitions of the Age-Appropriate Materials Act.*

44 *M (Mature Themes): Contains substantial content related to serious themes such as
45 mental health, substance abuse, suicide or other such topics that may not be appropriate for
46 certain students.*

1 *D (Disturbing Imagery): Contains imagery or themes that may be significantly*
2 *disturbing to some students, such as horror elements.*

3 *V (Violence): Contains detailed descriptions or depictions of violence but does not*
4 *violate the explicit prohibitions of the Age-Appropriate Materials Act.*

5
6 *Parents and guardians who wish to allow their students access to the materials on the*
7 *“Mature Materials List” will have the opportunity to opt in at the beginning of each school*
8 *year. Parents and guardians who do not opt in may nonetheless give permission for access to*
9 *one or more specific items on the Mature Materials List by contacting the school’s librarian.*

10 3. Materials shall contain literary, historical, scientific and/or artistic value and merit.

11 School librarians shall be responsible for periodically reviewing the district’s library materials physically
12 located in the school’s library in line with the above criteria. Each year, each school librarian shall review
13 a reasonable number of unique titles from the existing materials in the library in line with the above
14 criteria, using the Library Materials *Evaluation Rubric Decision Tree* as a guide, and giving attention
15 to selection of material that may include content described in definitions (a) – (g) above or other mature
16 content. *Librarians shall also periodically review the Mature Materials List (no less than annually),*
17 *removing or adding titles as necessary. In addition, each librarian shall undertake review when a*
18 *concern about any particular existing library material is presented by a current Williamson County*
19 *resident, WCS employee, student, or parent/guardian.* In addition to informally advising a librarian
20 about any such concern, any current *Williamson County resident*, WCS employee, student, and
21 parent/guardian may also raise concerns using the Complaint/Feedback process outlined below.
22 Classroom teachers shall be responsible for periodically reviewing the library materials physically
23 located in the teacher’s classroom in line with the above expectations and criteria.

24 **COMPLAINTS/FEEDBACK**

25 A complaint about library materials may only be made by a current *Williamson County resident*, WCS
26 employee, student, or parent/guardian. If there is a complaint, this process is to be followed:

27 1. The individual who receives the complaint shall inform the principal *and the school librarian.*
28 *The principal and/or the school librarian* shall advise the complainant of the selection procedures
29 and of the availability of the Mature Materials List, as well as the process for submitting a formal
30 Request for Reconsideration of Library Materials to the Board. If the matter is not informally
31 resolved to the satisfaction of the complainant through discussion among the principal, librarian
32 and complainant, the principal shall request that the complainant submit a Request for
33 Reconsideration of Library Materials form outlining the individual’s specific feedback related to
34 the material in question, including specific objections to the content of the materials.

35
36 2. Upon submission of the Request for Reconsideration form, the principal shall inform the
37 Superintendent of Schools, who shall inform the Board Chair. The principal shall also *provide a*
38 *copy of the form to* inform the school librarian, who will review the material in question in order to
39 make a recommendation to the Board.
40

- 1 3. The challenged materials shall remain available for use during the reconsideration process.
- 2
- 3 4. The Board of Education shall receive the feedback via the Request for Reconsideration form at
- 4 its next regularly scheduled meeting following submission of the Request for Reconsideration
- 5 form. The Board shall take the following steps within sixty (60) days after receiving the
- 6 Request for Reconsideration form at the regularly scheduled meeting:
- 7
- 8 a. Read, view, or listen to the contested material in its entirety;
- 9 b. Check general acceptance of the material by reading recognized and evaluative reviews,
- 10 including but not limited to any recommendation from the school librarian;
- 11 c. Determine the extent to which the material is appropriate for the age and maturity levels
- 12 of the students who have access to the materials and whether the material is suitable for,
- 13 and consistent with the educational mission of the school using the Library Materials
- 14 *Evaluation Rubric* ~~Decision Tree~~. State law (as outlined in numbered paragraph 2 on
- 15 page 1 of this policy) enumerates specific types of material that are deemed not
- 16 appropriate for students of any age in K-12 public schools. *If the material does not*
- 17 *violate the specific prohibitions of state law (as outlined in numbered paragraph 2*
- 18 *beginning on page 1 of this policy), the Board may determine that it is appropriate for*
- 19 *the age and maturity levels of all students who may access it, or may determine that it*
- 20 *should be placed on the “Mature Materials List” so that students may access the*
- 21 *material with permission of a parent/guardian.*
- 22 d. Determine whether the book meets the requirements of c., above and
- 23 e. Notify the complainant and Superintendent in writing of the decision.

24 If the Board does not make a determination within sixty (60) days from the date on which the Request
25 for Reconsideration form was received, then the student, student’s parent/guardian or school employee
26 who submitted the form may request the State Textbook and Instructional Materials Quality
27 Commission to evaluate the material, pursuant to Tenn. Code Ann. 49-6-2201.

28 If it is determined by the Board or by the State Textbook and Instructional Materials Quality
29 Commission that the material is not appropriate for the age and maturity levels of the students who
30 have access to them or is not suitable for, and consistent with, the educational mission of the school,
31 the material shall be removed from the library collection.

32 After the Board votes, a written notification shall be provided by the principal or assistant principal to
33 all parent(s)/guardian(s) of students in all same grade-band-level schools. The notification shall
34 include the title and author of the challenged material, the action taken by the Board, and the process
35 the parent/guardian should follow to opt his/her child out of checking out library materials.

36 An employee, student, or parent/guardian may appeal a determination made by the Board to remove a
37 book from any school library pursuant to this policy. The appeal is to the State Textbook and
38 Instructional Materials Quality Commission, and the process may be found at
39 <https://www.tn.gov/content/dam/tn/education/textbook/commission/TBCLibraryGuidanceDocument.pdf>

40 The decision of the Board or of the State Textbook and Instructional Materials Quality Commission
41 regarding any particular book shall be binding for a minimum of two (2) years from the date of final
42 determination. Any book removed from a school library by the Board or the State Textbook and

- 1 Instructional Materials Quality Commission pursuant to this policy shall be removed from all District
- 2 schools in the corresponding grade band(s).
- 3 The amendments to this policy shall become effective *July 1, 2025*. ~~July 1, 2024~~

Legal References

1. [*Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 \(1982\)](#)
2. [TCA 49-6-3803](#)

Cross References

Textbooks and Instructional Materials 4.401

Evaluation of Library Materials Rubric Governed by WCBOE Policy 4.403

- I. Does the material violate an explicit prohibition of the Age-Appropriate Materials Act?
- (a) Does the material contain excess violence? (Defined as the depiction of acts of violence in such a graphic or bloody manner as to exceed common limits of custom and candor, or in such a manner that it is apparent that the predominant appeal of the material is portrayal of violence for violence's sake)
 - (b) Does the material contain depictions of nudity? (Defined as the showing of the human male or female genitals, pubic area, or buttocks with less than a fully opaque covering or the showing of the female breast with less than a fully opaque covering of any portion below the top of the nipple, or the depiction of covered male genitals in a discernibly turgid state)
 - (c) Does the material contain descriptions or depictions of sadomasochistic abuse? (Defined as flagellation or torture or physical restraint by or upon a person for the purpose of sexual gratification of either person)
 - (d) Does the material contain descriptions or depictions of sexual conduct? (Defined as:
 - (i) Patently offensive representations or descriptions of ultimate sexual acts (meaning sexual intercourse, anal or otherwise, fellatio, cunnilingus or sodomy), normal or perverted, actual or simulated. A sexual act is simulated when it depicts explicit sexual activity that gives the appearance of ultimate sexual acts, anal, oral or genital OR
 - (ii) Patently offensive representations or descriptions of masturbation, excretory functions, and lewd exhibition of the genitals))
 - (e) Does the material contain descriptions or depictions of sexual excitement? (Defined as the condition of human male or female genitals when in a state of sexual stimulation or arousal)
 - (f) Is the material patently offensive, meaning that which goes substantially beyond customary limits of candor in describing or representing the matters contained therein?
 - (g) Does the material appeal to the prurient interest, meaning a shameful or morbid interest in sex?

IF YOU ANSWERED "YES" TO ANY OF THE ABOVE QUESTIONS, THE AGE-APPROPRIATE MATERIALS ACT REQUIRES THAT THE MATERIAL BE REMOVED FROM ALL SCHOOL LIBRARY COLLECTIONS, AND YOU NEED NOT PROCEED TO THE NEXT QUESTION. IF YOU ANSWERED "NO" TO ALL OF THE ABOVE QUESTIONS, PROCEED TO SECTION II.

II. Is the material suitable for and consistent with the educational mission of Williamson County Schools? In reaching your determination, you may consider the following factors. No one factor is determinative.

(a) Does the material support the goals of curriculum taught in the grade bands of the students who have access to the material?

(b) Does the material support other goals of Williamson County Schools?

(c) Is the theme or message of the material one that facilitates exposing students to a variety of viewpoints?

(d) Does the material have historic, artistic, scientific or literary merit?

IF YOU ANSWERED “NO” TO SECTION II AFTER CONSIDERING THE FACTORS LISTED ABOVE, THE AGE-APPROPRIATE MATERIALS ACT REQUIRES THAT THE MATERIAL BE REMOVED FROM ALL SCHOOL LIBRARY COLLECTIONS, AND YOU NEED NOT PROCEED TO THE NEXT QUESTION. IF YOU ANSWERED “YES” TO SECTION II, PROCEED TO SECTION III.

III. Even though the challenged material does not violate an explicit provision of the Age-Appropriate Materials Act, is it nonetheless inappropriate for the age and maturity levels of some or all students who may access it? In reaching your determination, you may consider official rating systems, age recommendations from retailers and publishers, and applicable legal authority, but the decision should ultimately be your own based upon your judgment of the below:

(a) Does the material contain content that is not a per se violation of the statute but is nonetheless mature content such as:

- i. Excessive or pervasive use of vulgarity or profanity.
- ii. Detailed references to or descriptions of sexual activity that do not violate the explicit provisions of the Age-Appropriate Materials Act.
- iii. Substantial content related to serious themes such as mental health, substance abuse, suicide or other such topics that may not be appropriate for certain students.
- iv. Disturbing imagery or themes that may be significantly disturbing to some students, such as horror elements.
- v. Detailed descriptions or depictions of violence that do not violate the explicit prohibitions of the Age-Appropriate Materials Act.

IF YOU ANSWERED “NO” TO SUBPART (a), YOU NEED NOT PROCEED FURTHER AND THE MATERIAL MAY REMAIN IN THE SCHOOL LIBRARY COLLECTION UNRESTRICTED. IF YOU ANSWERED “YES” TO SUBPART (a), Is the challenged material suitable for the age and maturity levels of some, but not all students who may access it? (IF YOUR ANSWER IS YES, THE MATERIAL

SHOULD BE PLACED ON THE “MATURE MATERIALS LIST”, REQUIRING PARENT/GUARDIAN CONSENT FOR STUDENTS TO ACCESS IT.)



POLICY REVIEW OR CREATION REQUEST

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

Recommended by: Staff General Counsel Board Member Claire Reeves

Date Submitted to General Counsel: 12/16/24

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

Policy 4.403 Library materials

Brief summary of the proposed addition or changes:

add mechanism for creating a mature book list w/ accompanying opt in policy. Also want to discuss emphasis on using the library materials Decision Tree vs. just following the policy + the state law.

Brief justification of why additions or changes needed or required:

We have now experienced reconsideration under the updated TLA-49-6-3803. I think we need to review the policy to discuss how librarians + board members utilized it in reality.

Also want to review reconsideration process form to update it, to match the criteria in the law.

Staff analysis of the proposed addition or changes in terms of the following:

Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

Claire Reeves
Name of Individual Submitting Policy for Review

12/16/24
Date