



Williamson County Board Policy Committee

August 3, 2026 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

Policy Chair - Jay Galbreath

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

1. Agenda

a. Board Policies for First and Final Reading

I. 1.400 School Board Meetings and Work Session

II. 1.403 Agendas and Public Comment

III. 3.204 Threat Assessment Team

IV. 3.205 Security

V. 4.213 Family Life Education

VI. 5.106 Application and Employment

VII. 5.302 Sick Leave - Teacher

VIII. 5.303 Personal and Professional Leave

IX. 5.601 Staff Rights and Responsibilities

X. 6.203 School Admissions

XI. 6.303 Interrogations and Searches

XII. 6.304 Student Discrimination, Harassment, Bullying,
Cyber-Bullying and Intimidation

XIII. 6.312 Use of Wireless Communications

XIV. 6.313 Use of Digital Devices (New)

XV. 6.4081 Safe Relocation of Students

XVI. 6.506 Students from Military Families

2. Board Policies for First Reading

a. 6.415 Applied Behavior Analysis Private Pay in Schools (New)

Williamson County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School Board Meetings and Work Sessions	Descriptor Code: 1.400	Issued Date: 08/21/23
		Rescinds: 1.400	Issued: 11/26/18

General

The Board will transact all business at official meetings that may be either regular or special.

Every meeting of the Board shall be open to the public, except for those meetings in which the law allows closed sessions.¹ Open meetings will be physically accessible to all students, employees, and interested citizens.²

The Board may restrict the recording of board meetings via camera, camcorder, or other photographic equipment when such recording creates a threat to public safety and welfare or impedes the conducting of efficient and orderly public meetings.³

Board members shall be expected to read the information provided them and to contact the Superintendent or other appropriate staff members to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

REGULAR MEETINGS

Regular meetings of the Board shall generally be held on the third Monday of the month at 6:30 p.m. in the Williamson County Administrative Complex in the auditorium. In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled by the Chair.

The Board may meet at other times and places designated by the Chair to encourage public participation or to accomplish some other desired purpose when the Chair or the Board so specify.

SPECIAL MEETINGS

The Board shall hold such special meetings as necessary to transact the business of the Board. Such meetings shall be called by the Chair whenever, in the Chair's judgment, the interests of the schools require it or when requested to do so by a majority of the Board.⁴

Only business related to the call of the meeting and details related to agenda items shall be discussed or transacted by the Board at a special meeting.

WORK SESSIONS

Work Sessions shall generally be held on Thursday evening prior to the regular Board meetings.

ELECTRONIC ATTENDANCE⁵

Absent board members may attend a regular or special meeting by electronic means for certain qualifying reasons. The following requirements apply to all electronic attendance, regardless of the reason for the absence:

1. Any member wishing to participate electronically must do so using technology that allows the Chair to visually identify the member; and

The responsibility for the connection lies with the member wishing to participate electronically. No more than three (3) attempts to connect shall be made unless the Board chooses to make additional attempts.

2.

A quorum of the Board must be physically present at the meeting in order for any member to attend electronically with the following exception: a meeting may be conducted with electronic participation without a quorum of members being physically present at the location of the meeting when inclement weather or a natural disaster makes the physical presence of a quorum of members at the location of the meeting impractical or unsafe, so long as the board has not conducted more than three (3) meetings per year through electronic participation without a quorum of members being physically present at the location of the meeting.⁶;

~~1. Any member wishing to participate electronically must do so using technology that allows the Chair to visually identify the member; and~~

~~2. The responsibility for the connection lies with the member wishing to participate electronically. No more than three (3) attempts to connect shall be made unless the Board chooses to make additional attempts.~~

Work-Related Absence

A board member must be absent from the county due to work; however, he/she may only participate electronically two (2) times per year for this reason. A board member wishing to participate must give the Chair and Superintendent of Schools at least five (5) days' notice prior to the meeting of the member's intention to participate electronically.

Sickness or Period of Convalescence

A board member may attend a meeting by electronic means if sick or in a period of convalescence on the advice of a healthcare professional; however, he/she may only participate electronically three (3) times per year for this reason.

Inclement Weather or Natural Disaster

A board member may attend a meeting by electronic means due to inclement weather or natural disaster if the schools in the school district are closed; however, he/she may only participate electronically three (3) times per year for this reason.

1 *Family Emergency*

2 A board member may attend a meeting by electronic means if there is a family emergency that
 3 prevents him/her from attending in person. The absence shall be due to the hospitalization of the board
 4 member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother,
 5 sister, son-in-law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law,
 6 or sister-in-law. The board member may only participate electronically two (2) times per year for this
 7 reason.

8 *Military Service*

9 A board member may attend a meeting by electronic means if out of the county due to military service.
 10 The board member may participate electronically as often as he/she is able to do so.

Legal References

1. T.C.A. § 8-44-102; T.C.A. § 49-6-804(~~c~~**b**)
2. 28 CFR ~~§~~36.201(a); 28 CFR ~~§~~36.202
3. Tenn. Att'y Gen. Op. No. 95-126 (December 28, 1995)
4. T.C.A. § 49-2-202(c)(1)
5. T.C.A. § 49-2-203(c); Public Acts of 2023, Chapter No. 350
- 5-6. T.C.A. § 49-2-203(c)

Cross References

School Board Legal Status and Authority 1.100
 Board Committees 1.300
 Notification of Meetings 1.402
 Section 504 and ADA Grievance Procedures 1.802

Williamson County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: <u>Agendas</u><u>Agendas and Public Comment</u>	Descriptor Code: 1.403	Issued Date: 01/22/24
		Rescinds: 1.403	Issued: 08/21/23

The Chair and the Superintendent of Schools shall determine the agenda.¹ While developing the agenda, the Chair and Superintendent shall identify routine or non-controversial items to be placed on the consent agenda, which shall become a part of the regular agenda. If any member objects to including an item on the consent agenda, that item shall be moved to the regular agenda as an action item requiring discussion. The remaining consent items shall be adopted in a single vote without discussion.

Additional items of business may be placed on the board work session agenda under “Topics for Discussion” at the request of a board member made in writing. Board members wishing to suggest an item of business for the agenda shall notify the Superintendent and Chair in writing at least ten (10) working days before the board work session. The Board may from time to time invite subject matter experts to provide informational presentations as part of the work session agenda.

Regular meetings of the Board shall be conducted under the following order of business:

1. Call to Order, Pledge and Moment of Silence
2. Items of Public Interest (Public Comment)
3. Approval of Agenda*/Items of Consent (Consent Agenda)
4. Communications to the Board (requiring no action)
5. Unfinished Business
6. New Business
7. Adjournment

*Note: Once the agenda has been approved, it may not be changed without action to set aside Board policy. A final agenda for regular meetings of the Board must be published on the WCS website no later than forty-eight (48) hours prior to the regular Board meeting.²

Public Comment Period During Regular Meetings³²

There shall be a public comment period for each meeting with actionable items on the agenda. There shall not be a public comment period for teacher disciplinary hearings.

Thirty (30) minutes will be placed on the agenda for the Chair to recognize individuals to make comments on topics pertaining to Williamson County Schools which are either germane to the items on the agenda for the meeting, or on any matter that is germane to the jurisdiction of the Board, regardless of whether such matter is an item on the agenda for that meeting.³ At the discretion of the Chair, this time may be extended. Williamson County residents and WCS employees shall have priority. In the event time remains, the Chair may allow nonresidents to speak. All persons addressing the Board will state his/her name, provide his/her address, and provide the name of the organization or

1 group he/she represents before addressing the Board. The Chair shall have the authority to terminate
2 the remarks of any individual who is disruptive or does not adhere to Board rules.³

3 Under the tenure recommendations section of the agenda, if a Board member requests that any specific
4 tenure recommendation(s) be acted upon separately, this request will be honored automatically.

5 The agenda shall be available at each meeting for visitors. The agenda shall be available online to the
6 members, the media, and the public.

7 **Public Comment Period During Special Meetings²**

8 There shall be a public comment period during special meetings. Public comment shall be limited to
9 the topics on the agenda. Thirty (30) minutes will be placed on the agenda for the Chair to recognize
10 individuals to make comments which are either germane to the items on the agenda for the special
11 meeting, or on any matter that is germane to the jurisdiction of the Board, regardless of whether such
12 matter is an item on the agenda for that special meeting.³ At the discretion of the Chair, this time may
13 be extended. Williamson County residents and WCS employees shall have priority. In the event time
14 remains, the Chair may allow nonresidents to speak. All persons addressing the Board will state
15 his/her name, provide his/her address, and provide the name of the organization or group he/she
16 represents before addressing the Board. The Chair shall have the authority to terminate the remarks of
17 any individual who is disruptive or does not adhere to Board rules.³

18 Agendas for special meetings of the School Board shall be established pursuant to requirements
19 established by Tennessee law.

Legal References

- 1. T.C.A. § 49-2-206
- 1-2. T.C.A. § 8-44-110
- 2-3. T.C.A. § 8-44-112
- 3-4. T.C.A. § 39-17-306

Cross References

- Duties of Officers 1.201
- Executive Committee 1.301
- School Board Meetings and Work Sessions 1.400

Williamson County Board of Education

Monitoring:

Review: Annually, in
September

Descriptor Term:

Threat Assessment Team

Descriptor Code:

3.204

Issued Date:

09/15/25

Rescinds:

3.204

Issued:

08/21/23

1 General¹

2 A threat assessment team shall be created within the school district to develop intervention-based
3 approaches to prevent violence, manage reports of potential threats, and create a system that fosters a
4 safe, supportive, and effective school environment. The Superintendent of Schools shall appoint the
5 members of the threat assessment team which shall include Williamson County Schools staff including
6 Student Support Services personnel, juvenile services, District Attorney office and the local law
7 enforcement.

8 The Superintendent of Schools shall develop administrative procedures regarding the training and
9 operations of the team to comply with state law and State Board of Education rules and regulations.

10 TEAM MEETINGS

11 All threat assessment team meetings shall be closed to the public.²

12 RECORDKEEPING³

13 The team shall document all behaviors and incidents deemed to pose a risk to school safety or that
14 resulted in intervention and shall provide the information to the Superintendent of Schools.

15 Documents produced or obtained regarding these assessment activities will not be open for public
16 inspection.

17 REPORTING⁴

18 Parent(s)/guardian(s) shall be notified of credible information regarding a **credible** threat of violence or
19 significantly disruptive behavior directed toward or occurring on the grounds of the school their child
20 attends if the threat or disruptive behavior is reported to a state or local law enforcement agency. A
21 report made to a school resource officer is not defined as a report to a state or local law enforcement
22 agency unless the school resource officer subsequently reports the threat or significantly disruptive
23 behavior for further investigation or for additional assistance in deescalating a situation occurring on
24 the grounds of the school.⁴

25 Notification to parent(s)/guardian(s) shall occur within forty-eight (48) hours of the report to the state
26 or local law enforcement agency and may be made using existing communication methods for
27 providing information to parents and guardians.⁴

28

1 Any person, whether a student, employee of WCS, visitor, contractor, or otherwise, who has
2 knowledge of a credible threat of mass violence on school property or at a school-related activity shall
3 report the threat immediately to both: (1) the local law enforcement agency with jurisdiction over the
4 school property or school-related activity; and (2) the school that is subject to the threat of mass
5 violence. A threat of mass violence is considered “credible” if the threat causes another to reasonably
6 expect the commission of an act of mass violence. The report- to the extent known by the report- must
7 include: (1) the nature of the threat of mass violence; (2) the name and address of the person making
8 the threat; (3) the fact requiring the report; and (4) any other pertinent information.⁵

9 At least once per quarter, the Superintendent of Schools shall provide the Board with the total number
10 of incidents requiring notice to parent(s)/guardian(s) for the respective quarter as well as the total for
11 the year to date.⁴

Legal References

1. [T.C.A. § 49-6-2701](#)
2. [T.C.A. § ~~TCA~~ 49-6-2701\(f\)](#)
3. [T.C.A. § ~~TCA~~ 49-6-2702](#)
4. [T.C.A. § ~~Public Acts of 2025, Chapter No. 215~~ 49-6-2704](#)
- 4.5. [T.C.A. § 39-16-517](#)

Cross References

School District Records 1.407
Safety 3.201
Security 3.205
Student Records 6.600

Williamson County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 08/19/24
		Rescinds: 3.205	Issued: 08/21/23

1 *General*¹

2 The Superintendent of Schools shall establish procedures to protect schools which shall include, but
3 not be limited to:

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

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

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

19 **AFTER SCHOOL HOURS**

20 If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school
21 district employee shall be stationed by the door to ensure access is limited to authorized persons.³

22 **LAW ENFORCEMENT SERVICES**¹

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

26 The Board may enter into a memorandum of understanding (MOU) with the chief of a law
27 enforcement agency to provide school policing.

CYBERSECURITY⁶

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

STUDENTS WITH ORDERS OF PROTECTION

If an order of protection is issued, pursuant to Tennessee law, to protect one enrolled student from another enrolled student at the same school, then a student safety plan must be developed and implemented for the student named as the petitioner in the order of protection no later than five (5) school days from the date on which the school received a copy of the order of protection.⁷ The student safety plan must be developed by the school principal and, when reasonable practicable and appropriate, the building-level school safety team with input from the parent/guardian of the student named as the petitioner in the order of protection.⁷ The Superintendent of Schools will develop administrative procedures to implement this process.⁷

Legal References

1. T.C.A. § 49-6-805(3)
2. 2 C.F.R. § 200.313
3. T.C.A. § 49-6-817
4. ~~T.C.A. § 49-6-4301~~ Public Acts of 2024, Chapter No. 882
4. T.C.A. § 49-6-4217
6. T.C.A. § 49-6-805(9)
- 6-7. T.C.A. § 49-6-324

Cross References

Visitors to the Schools 1.501
Inventories 2.702

Williamson County Board of Education

Monitoring:

**Review: Annually, in
November**

Descriptor Term:

Family Life Education

Descriptor Code:

4.213

Issued Date:

08/19/24

Rescinds:

4.213

Issued:

08/16/21

1 *General*

2 A family life education program shall be implemented within the school district in compliance with state
3 law.¹

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

7 **FAMILY LIFE INSTRUCTION**

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

- 10 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
- 11
- 12 2. Encourage sexual health by helping students understand how the whole person is affected by
- 13 sexual activity as well as other risk behaviors;
- 14
- 15 3. Provide information about human reproduction, including conception, birth, and prenatal care,
- 16 as well as the process of adoption and its benefits;
- 17
- 18 4. Provide information on the family unit and the responsibilities and consequences related to sexual
- 19 activity, including the challenges of single teen parenting;
- 20
- 21 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual
- 22 activity;
- 23
- 24 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual
- 25 abuse, including such abuse that may occur in the home, human trafficking in which a victim is
- 26 the child, and internet crimes against children;
- 27
- 28 7. Provide instruction on the prevention of dating violence;
- 29
- 30 8. Encourage communication between parent(s)/guardian(s) and students;
- 31

9. Address the legal aspects of sexual activity with emphasis on the rights of the student; ~~and~~

10. Include the presentation of a high-quality, computer-generated animation or high-definition ultrasound of a least three (3) minutes in duration that shows the development of the brain, heart, and other vital organs in early fetal development per state academic standards;³ and

~~10.11. Provide instruction on child trafficking prevention and awareness for all students in grades K-12 in a manner that is age-appropriate, grade-appropriate, and advances each year through developmentally appropriate instruction and skill building.⁶ The Superintendent of Schools or his/her designee shall develop a plan to implement this instruction.⁶~~

Instruction in topics related to sexual activity are not age-appropriate for students in grades kindergarten through five (K-5) and shall not be taught as part of the family life curriculum. This does not prohibit instruction on detection, intervention, prevention, and treatment of child sexual abuse and human trafficking of children.^{4&6}

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

TRAINING ON INSTRUCTION

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

REPORTING²

At the beginning of each school year, the Superintendent of Schools shall provide the contact information to the Department of Children's Services of each employee or trained professional providing instruction on family life curriculum related to child sex abuse, human trafficking, and internet crimes.

Legal References

1. [T.C.A. § 49-6-1302](#)
2. [T.C.A. § 49-6-1304; Public Acts of 2024, Chapter No. 571](#)
3. [Public Acts of 2024, Chapter No. 795](#)
4. [Public Acts of 2024, Chapter No. 970](#)
5. [T.C.A. § 49-6-1304\(b\)](#)

5-6. [T.C.A. § 49-6-1038](#)

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 08/21/23
		Rescinds: 5.106	Issued: 08/16/21

APPLICATION

An individual desiring a position shall make an application to the Superintendent of Schools on forms developed by his/her office. To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of applicants for teaching positions and any other positions that require proximity to children.¹ If applying for a teaching position, the Superintendent of Schools shall also check the applicant's license status in the State Board of Education's database to determine if there is a hold on that applicant's license, and if so, the reasoning behind the hold.²

Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which shall be reported to the District Attorney General for prosecution.³

The Board may reimburse the applicant any costs incurred to perform these background checks and fingerprinting if a position is offered and accepted.⁴

Professional Employees

The application shall include a transcript of credits earned at the colleges or universities attended along with references from persons such as previous employers, college professors, and supervisors of student teachers. Other information shall include whether such applicant has been dismissed for cause from a school district.⁵ If previously employed by a local board of education, the applicant shall provide evidence of acceptable resignation.

No person shall be employed:

1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board of Education;⁶
2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat to the health, safety, or welfare of children;⁷
3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health, or on a similar registry in another jurisdiction;⁷
4. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;⁸
5. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;⁹

~~5.6.~~ Who has not had their information verified using E-Verify;¹³

~~6.7.~~ Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or

~~7.8.~~ Who does not receive a satisfactory background check.¹⁰

Support Employees

No person shall be employed:

1. Who has any contagious or communicable disease in such form that might endanger the health of school children;⁸

2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat to the health, safety, or welfare of children;⁷

3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health, or on a similar registry in another jurisdiction;⁷

~~4.~~ Who has not complied with the Immigration Reform and Control Act of 1986;¹¹

~~4.5.~~ Who has not had their information verified using E-Verify;¹³

~~5.6.~~ Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or

~~6.7.~~ Who does not receive a satisfactory background check.¹⁰

EMPLOYMENT

After checking references and receiving written recommendations, the Superintendent of Schools shall hire and assign qualified applicants.

Initial Employment for Professional Employees

The Superintendent of Schools shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall respond within the timeline established by state law.¹² From the date of the written acceptance, such person is considered to be under employment with the district and is subject to all rights, privileges, and duties.

Legal References

1. T.C.A. § 49-5-406
2. State Board of Education Policy 5.501
3. T.C.A. § 49-5-406(a)(2)(A)
4. T.C.A. § 49-5-413(c)
5. T.C.A. § 49-2-131
6. T.C.A. § 49-5-403; TCA 49-5-101; TCA 49-5-106
7. T.C.A. § 49-5-413(e); Public Acts of 2023, Chapter No. 222
8. T.C.A. § 49-5-404
9. T.C.A. § 49-5-405
10. T.C.A. § 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 et seq.
- ~~12.~~ T.C.A. § 49-5-406(b)
- ~~12, 13.~~ T.C.A. § 50-1-111

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110
Recommendations and File Transfers 5.203
Qualifications and Duties of the Superintendent of Schools 5.802

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Sick Leave - Teacher	Descriptor Code: 5.302	Issued Date: 07/20/15
		Rescinds: 5.302	Issued: 06/06/14

Sick leave shall mean leave of absence because of illness of the teacher from natural causes or accident or the illness or death of the teacher's spouse, parent, grandparent, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, step-relatives as listed above, or other family member with approval of the Superintendent, which necessitates the absence of the teacher.¹

The time allowed for sick leave with pay shall be one (1) day for each month of employment up to:

- 10-month contract = 8 sick days earned per year
- 11-month contract = 9 sick days earned per year
- 12-month contract = 10 sick days earned per year.²

Sick leave shall be cumulative for all earned or transferred days not used and includes any personal and professional leave transferred to sick leave.² A teacher in need of sick leave shall be allowed to use unearned sick leave up to the number of days which such teacher may accumulate during the remainder of the year in which he is employed.

Upon termination of the employment of such teacher before such days are earned, or at the end of the school year, there shall be deducted from the final salary of such teacher an amount based on their daily rate of pay sufficient to cover any excess sick leave days used by such teacher. If such final salary is insufficient for this purpose, the teacher shall be liable for reimbursement of any amount in excess of their final salary.

When a teacher is unable to meet their classes, the teacher shall notify the Principal or designee as soon as possible before school opens. The teacher shall notify the Principal or designee a reasonable length of time before they intend to return to the classroom and not later than one (1) hour before school opens that morning, so that the Principal or designee may be able to notify the substitute. All sick leave requests of less than ten (10) consecutive work days shall be submitted in Aesop or the current absence management system.

The Family Medical Leave Act (FMLA) employee form or FMLA family form should be completed by a physician along with the long term leave of absence application (LOA), and shall be filed with the principal or immediate supervisor for each period of illness of ten (10) or more consecutive work days. The FMLA forms must be completed and signed by the physician providing facts about the illness/injury, the date of commencement, and an expected date of return. In the event of the absence of a teacher in excess of the sick leave days available to the teacher, the Superintendent may require an examination by a physician other than the physician certifying the previous absences. The Board would pay for the second opinion.

- 1 The Superintendent may require a physician's statement for any sick leave claim.
- 2 If a teacher fails to provide appropriate notice or certification for sick leave, forfeiture of the paid leave
- 3 will result, with the exception of those cases deemed an emergency by the Principal or immediate
- 4 supervisor.
- 5 The Superintendent shall keep a record of the accumulated sick leave for each eligible teacher in the
- 6 Board's employ and shall provide a verified copy to the professional employee upon request. Each
- 7 employee is responsible for reviewing their accrual balances for each pay period. If an employee believes
- 8 an accrual balance has been incorrectly reported, the employee shall notify the Payroll Department. If
- 9 no such notice is given, the reported accruals for each fiscal year shall become final sixty (60) days after
- 10 completion of that fiscal year. Exceptions may be granted by the Superintendent when circumstances
- 11 prevent timely notice.
- 12 Part-time teachers may accumulate sick leave in a manner proportionate to their work schedule compared
- 13 with full-time annual employment of a teacher and their accumulation of sick leave.

Legal References

1. TRR/MS 0520-01-02-.04(2)
2. T.C.A. § 49-5-710(a)(1)

Cross References

Workers' Compensation 3.602
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date: 06/14/14
		Rescinds: 5.303	Issued: 01/18/11

1 DEFINITIONS

2 Professional leave shall mean a leave of absence to visit schools for the purpose of viewing instructional
3 techniques or programs, or for attending conferences, workshops or seminars.

4 Personal leave shall mean a leave of absence for the purpose of transacting or attending to personal
5 business and may be used for any purpose at the discretion of the professional employee.

6 ALLOCATION

7 The time allowed for professional/personal leave with pay shall consist of two (2) days per ~~school each~~
8 ~~one-half~~ year, non-cumulative, of employment as a professional employee for a total of four (4) days per
9 year.¹ Any professional/personal leave remaining unused after the end of the year shall be credited to
10 that professional employee as sick leave.¹

11 Upon termination of the employment of such professional employee before such days are earned, there
12 shall be deducted from the final salary of such professional employee an amount based on his daily rate
13 of pay sufficient to cover an unearned professional/personal leave day used by him. If such final salary
14 is insufficient for this purpose, the professional employee shall be liable for reimbursement of any
15 amount in excess of his final salary.

16 CERTIFICATION

17 Written application for professional/personal leave shall be filed with the principal no less than 24 hours
18 prior to the date of the proposed absence, except in cases of emergency.

19 The approval of the Superintendent of Schools or designee shall be required for personal leave taken
20 under the following conditions: the day prior to or after a holiday; during any prior established
21 examination period; on a day scheduled on the calendar as a professional development or in-service day;
22 on a day scheduled on the calendar as a parent-teacher day; or if more than 10 percent of the teachers
23 request the same day.²

24 If any professional employee fails to secure approval for said leave, or provide appropriate notice or
25 certification for professional/personal leave, forfeiture of the paid leave will result.

26 PART-TIME LEAVE

27 Part-time professional employees may accumulate professional/personal leave in a manner proportionate
28 to their work schedule compared with full-time annual employment of a professional employee and their

- 1 accumulation of professional/personal leave. Part-time professional employees are not eligible for
- 2 retirement or paid insurance program.

Legal References

1. TCA 49-5-711(a); TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711(c)(1)

Cross References

Short Term Leaves of Absence 5.300

Williamson County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Staff Rights & Responsibilities	Descriptor Code: 5.601	Issued Date: 08/21/23
		Rescinds: <u>5.601</u>	Issued: <u>08/21/23</u>

1 In fulfilling any rights and responsibilities, employees shall give proper consideration to the
2 educational welfare of students and ensure that no conflict exists with their duties.

3 Each staff member has the right to a work environment free from sexual, racial, ethnic, and religious
4 discrimination/harassment.¹

5 Educators have the right to:²

- 6
7 1. Be treated with civility and respect as well as having his/her professional judgement and
8 discretion respected;
- 9
10 2. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or
11 appropriate agencies;
- 12
13 3. Provide students with a safe environment;
- 14
15 4. Defend themselves and their students from physical violence or harm;³
- 16
17 5. Share information regarding a student's educational experience, health, or safety with the
18 student's parent(s)/guardian(s) unless otherwise prohibited;⁴
- 19
20 6. Review all instructional material or curriculum before being utilized by students;
- 21
22 7. Not be required to use his/her personal money to appropriately equip a classroom;
- 23
24 8. Report students who commit offenses of assault and battery or vandalism on school property
25 endangering the life, health, or safety of others pursuant to state law;⁵ and
- 26
27 9. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to
28 a physical assault or other violent criminal act committed during the course of employment.⁶

29 Each staff member has the responsibility to:

- 30 1. Make themselves familiar with and abide by the laws of the state, the policies of the Board, and
31 the procedures designed to implement them;
 - 32 2. To adhere to the Teacher Code of Ethics, to the extent applicable;⁷
-

3. Not engage in any sexually related behavior with a student enrolled in the school and/or a former student who has graduated or withdrawn from the school in the immediately preceding twelve (12) months.

3.4. Exercise good judgment in selecting issues for discussion and balance the relative maturity of students and the students' right to know;

4.5. Be courteous and helpful in interacting and responding to parent(s)/guardian(s), visitors, and members of the public;

5.6. Keep all records and prepare and submit promptly all reports that may be required by state law, State Board of Education rules and regulations, board policy, and administrative procedures; and

6.7. Wear appropriate dress for work according to local school rules.

Legal References

1. 42 USCA § 2000e-2(a), (b); T.C.A. § FCA 49-6-8004
2. T.C.A. § FCA 49-5-209; Public Acts of 2023, Chapter No. 153
3. T.C.A. § FCA 49-6-2802
4. 20 USCA § 1232g
5. T.C.A. § FCA 49-6-4301
6. T.C.A. § FCA 49-5-714
7. T.C.A. § FCA 49-5-1001 et seq.
- 7.8. T.C.A. § 49-5-1008

Cross References

Curriculum Development 4.200
Inclusion of Religious Content in Instruction, Instructional Materials, and Curriculum 4.804
Ethical Practices for Teachers 5.611

Williamson County Board of Education

Monitoring:

Review: Annually, in
March

Descriptor Term:

School Admissions

Descriptor Code:

6.203

Issued Date:

11/18/19

Rescinds:

6.203

Issued:

11/18/19

1 General

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

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

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

12 LEGAL RESIDENCE

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

16 A student may transfer into the school system at any time during the year if his/her
17 parent(s)/guardian(s) moves his/her residence into the school system.

18 The legal residence of the student must be in the Williamson County school district. Legal residence is
19 defined as the primary residence of the student's custodial parent(s) or guardian(s). Primary residence
20 is defined as the place where the student stays overnight. The administration of the school district is
21 responsible for establishing criteria for determining residency.

22 STUDENT ADJUDICATED DELINQUENT

23 If a student has at any time been adjudicated delinquent for any offense listed in TCA 49-6-3051(b),
24 the parent(s)/guardian(s) and a school administrator of any school having previously received similar
25 notice from the juvenile court or another source shall provide to the school principal/designee, the
26 abstract⁵ or other similar written information when any such student:

- 27 1. Initially enrolls in an LEA;
- 28 2. Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or
- 29 3. Changes schools within this state.

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

6 **DISCIPLINARY INVESTIGATION FOR WITHDRAWN STUDENT**

7 Williamson County Schools may continue a disciplinary investigation of a student who withdraws
8 from WCS during the investigation. If the student later reenrolls in the district, then the student may be
9 disciplined in accordance with WCS procedures as a result of the disciplinary investigation completed
10 while the student was withdrawn.⁷

Legal References

1. [T.C.A. § ~~TCA~~ 49-6-3008\(b\)](#)
2. TRR/MS 0520-01-03-.08(2)(a)
3. [T.C.A. § ~~TCA~~ 49-6-5001\(c\)](#)
4. [T.C.A. § ~~TCA~~ 49-6-3001\(c\)\(6\)](#)
5. [T.C.A. § ~~TCA~~ 37-1-153, 154](#)
6. [T.C.A. § ~~TCA~~ 49-6-3051](#)
- 6.7. [T.C.A. § 49-6-4110](#)

Cross References

Admission of Suspended/Expelled Students 6.318
Homeless Students 6.503
Migrant Students 6.504
Students in Foster Care 6.505

Williamson County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date: 11/18/19
		Rescinds: 6.303	Issued: 06/19/14

1 INTERROGATIONS

2 Students may be questioned by teachers or Principals about any matter pertaining to the operation of a
3 school and/or the enforcement of its rules. Questioning shall be conducted discretely and under
4 circumstances which will avoid unnecessary embarrassment to the student being questioned. A student
5 intentionally answering with false information or refusing to answer a proper question may be subject
6 to disciplinary action. If a student is suspected of misconduct or infraction of the student code of
7 conduct, the administrator may question the student without the presence of a parent/guardian.

8 SEARCHES

9 Any Principal, ~~or designee,~~ having reasonable suspicion of a violation of a law, a school rule, or the
10 existence of a potentially dangerous situation may authorize a search of any student, place, or thing on
11 school property or in the actual or constructive possession of any student during an off-campus school
12 activity.
13
14

15 A student may be subject to physical search, or a student's pocket, purse or other container may be
16 required to be emptied because of the results of a locker search, or because of information received
17 from a teacher, staff member, other student, or other person if such action is reasonable to the
18 Principal.

19 Searches authorized by a Principal may be conducted by either a school resource officer, a school
20 security officer, a school administrator or a school employee designated by the Superintendent of
21 Schools who has completed orientation and training required under State law.^{1&2} If a student is under
22 the age of eighteen (18), the Principal must notify the student's parent or guardian within a reasonable
23 time of the search.³

24 Strip searches shall not be conducted by employees of Williamson County Schools. Students may be
25 subjected to pat down searches, metal detector searches, and thorough clothing searches in order to
26 discover and retrieve concealed weapons and contraband substances. Pat down searches shall be done
27 with the back of the hand. Pat down searches, metal detector searches and thorough clothing searches
28 shall be completed by a Principal or Principal's designee of the same sex as the student being searched
29 and shall be witnessed by at least one other school employee. Pat down searches shall be conducted in
30 an area of privacy so that the search cannot be observed by persons not participating in the search. The
31 Principal shall make reasonable efforts to promptly notify the parents after any pat down search.

1 Nothing in this policy shall be construed as limiting the authority of a licensed law enforcement officer
2 to carry out his/her duties.

3 Whenever the possibility of uncovering evidence of a criminal nature exists, the Principal or his/her
4 designee may request the assistance of a law enforcement officer to:

- 5 1. Search any area of the school premises, any student or any motor vehicle on the school
6 premises; or
- 7 2. Identify or dispose of anything found in the course of a search conducted in accordance with
8 this policy.

9 The involvement of law enforcement officials is encouraged when there is reasonable suspicion that
10 criminal evidence is about to be uncovered.

11 **SCHOOL RESOURCE OFFICERS IN SCHOOLS**

12 School Resource Officers (SRO) are assigned by the Sheriff to high schools and middle schools which
13 Williamson County Schools and the Sheriff agree shall receive an SRO. This officer is recognized as a
14 law enforcement officer employed by the Sheriff with the authority and responsibility of a law
15 enforcement officer. While on duty as a SRO in the school, the officer may confer with or counsel with
16 students as necessary and within legal due process.

17 If the Principal has requested assistance by the School Resource Officer (SRO) to investigate a crime
18 involving his/her school, the SRO (or other law enforcement officer) shall have permission to
19 interrogate a student suspect in school during school hours. The Principal shall make reasonable efforts
20 to promptly notify the parent(s)/guardian(s) or legal custodians of the student of the intended
21 interrogation except in extreme situations. The interrogation may proceed without attendance of the
22 parent(s)/guardian(s) or legal custodians. The Principal or his/her designee shall be present during the
23 interrogation.

24 If the police deem circumstances of sufficient urgency to interrogate students at school for crimes
25 committed outside of the school hours unrelated to school and school activities, the law enforcement
26 officer shall first contact the Principal regarding the planned interrogation and inform him/her of the
27 probable cause to investigate within the school. The Principal shall make reasonable efforts to
28 promptly notify the parent(s)/guardian(s) or legal custodians of the interrogation except in extreme
29 situations. The interrogation may proceed without attendance of the parent(s)/ guardian(s)/ or legal
30 custodians, in which case, the Principal or his/her designee shall be present during the interrogation.

31 **SEARCH DOGS**

32 Dogs or other animals trained to detect drugs or dangerous weapons may be used in conducting
33 searches, but the animals shall not be used to search the persons of students or visitors.

34 **METAL DETECTORS**

35 The use of hand-held or walk-through metal detectors to check a student's person or personal effects is
36 permitted.

1 SCHOOL COOPERATION WITH LAW ENFORCEMENT

2 All school personnel shall cooperate to the fullest extent in support of the police and sheriff
3 departments in the prosecution of persons charged with violation of the law with respect to the physical
4 properties and / or personnel, or students under direction of the Board. School personnel shall, when
5 requested, appear in court.

7 ARREST WARRANTS

8 Legal warrants for the arrest of a pupil, presented by a law enforcement officer to the Principal, must
9 be honored by the Principal. In such cases, the parent should be informed of the action taken by the
10 law enforcement officer as soon as possible.

11 Williamson County Board of Education incorporates by reference the following state laws regarding
12 search and seizure.

13 TCA 49-6-4202 Definitions

14 TCA 49-6-4203 Legislative Intent

15 TCA 49-6-4204 Search of Lockers

16 TCA 49-6-4205 Search of Persons and Containers

17 TCA 49-6-4207 Use of Metal Detectors

18 TCA 49-6-4208 Use of Animals

19 TCA 49-6-4209 Report of Reasonable Suspicion by Principal to Law Enforcement Officer

20 NOTE: The Board of Education encourages a reader to research the above listed laws to fully
21 understand an explanation of Search and Seizure. The above cited laws may be found on the Internet
22 at: <http://www.state.tn.us/education/mlegal.shtml>

Legal References

1. [T.C.A. § 49-6-4204\(a\); TCA 49-6-4205\(a\)](#)
2. [T.C.A. § 49-6-4212; Public Acts of 2026, Chapter No. 1040](#)
3. [T.C.A. § 49-6-4205\(a\)TCA 49-6-4201 to 4219](#)

Cross References

Zero Tolerance 6.309
Child Abuse and Neglect 6.409

Williamson County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation	Descriptor Code: 6.304	Issued Date: 08/18/25
		Rescinds: 6.304	Issued: 11/17/20

In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve high academic standards, acts of bullying, cyber-bullying, discrimination, harassment, intimidation, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited. It shall be a violation of this policy for any student to discriminate against or harass an employee or other student on the basis of race, color, religion, sex, national origin, or disability.

Discrimination shall include, but is not limited to, antisemitism, defined as a certain perception of Jews, which may be expressed as hatred toward Jews including, but not limited to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.¹ For complaints of antisemitic discrimination and harassment reported to WCS, the Title VI Coordinator for WCS will investigate the complaint in accordance with procedures outlined in Tennessee law before formally reporting the incident and complaint to the Title VI Coordinator for the Tennessee Department of Education.¹⁵

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

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

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

DEFINITIONS⁴

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

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Causing emotional distress to a student; or
4. Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment. Such conduct may include, but is not limited to, physical acts, gestures, graphics, or words, written or spoken.

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

“Hazing” is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.⁶

Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.⁵

COMPLAINTS AND INVESTIGATIONS

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall promptly report such information to the principal/designee.⁶ For purposes of receiving a report under this policy, the principal/designee shall make his/her contact information (name, address, phone number, and email) available to students and parent(s)/guardian(s) at the beginning of each school year. Nothing in this policy shall prohibit a student from pursuing a concurrent criminal complaint for harassing conduct that could also constitute a criminal offense.

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

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the principal/designee shall provide the Superintendent of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁷ The principal/designee shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.⁸

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

1. It places the student in reasonable fear or harm for the student's person or property;
2. It has a substantially detrimental effect on the student's physical or mental health;
3. It has the effect of substantially interfering with the student's academic performance; or
4. It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.⁷ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Superintendent of Schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.⁸ Within the parameters of the federal Family Educational Rights and Privacy Act,⁹ a written report on the investigation will be delivered to all involved parties and the Superintendent of Schools.

RESPONSE AND PREVENTION¹⁰

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

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

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

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school or high school shall report the findings and any disciplinary actions taken to the Superintendent of Schools and the Chair of the Board.¹¹

By July 1st of each year, the Superintendent of Schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be submitted to the State Department of Education by August 1st.¹²

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged under this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the principal/designee after consideration of the nature, severity, and circumstances of the act.¹³

- 1 False accusations accusing another person of having committed an act prohibited under this policy are
 2 prohibited. The consequences and appropriate remedial action for a person found to have falsely accused
 3 another may range from positive behavioral interventions up to and including expulsion.¹⁴

Legal References

1. [T.C.A. § ~~TCA~~ 49-6-4503\(a\), \(b\)\(3\); 20 USCA §§ 1681 to 1686; Public Acts of 2025, Chapter No. 293](#)
2. [T.C.A. § ~~TCA~~ 49-6-4503\(b\)\(11\)](#)
3. [T.C.A. § ~~TCA~~ 49-6-4503\(b\)\(12\)](#)
4. [T.C.A. § ~~TCA~~ 49-6-4503\(b\)\(2\), \(13\)](#)
5. [T.C.A. § ~~TCA~~ 49-2-120](#)
6. [TCA 49-6-4503\(b\)\(5\)T.C.A. § 49-6-4503\(b\)\(5\)](#)
7. [TCA 49-6-4503\(b\)\(6\)T.C.A. § 49-6-4503\(b\)\(6\)](#)
8. [T.C.A. §~~TCA~~ 49-6-4503\(b\)\(14\)](#)
9. [20 USCA § 1232g](#)
10. [T.C.A. §~~TCA~~ 49-6-4503\(b\)\(4\), \(7\)-\(8\)](#)
11. [T.C.A. §~~TCA~~ 49-6-4503\(d\)\(3\)](#)
12. [T.C.A. §~~TCA~~ 49-6-4503\(c\)\(2\)\(B\)](#)
13. [T.C.A. § ~~TCA~~ 49-6-4503\(b\)\(9\)](#)
14. [T.C.A. § ~~TCA~~ 49-6-4503\(b\)\(10\)](#)
- 14,15. [T.C.A. § 49-50-1803](#)

Cross References

Appeals to and Appearances Before the Board 1.404
 Section 504 and ADA Grievance Procedures 1.802
 Title IX & Sexual Harassment 6.3041
 Student Complaints and Grievances 6.305
 Reporting Child Abuse 6.409



Williamson County Schools Board Policy Review or New Policy

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

Recommended by: Leigh Webb

Title: Superintendent

Date Submitted to General Counsel: July 28, 2026

Recommendation: New, **Revise** X, or Delete ☐ the following Policy number and title:

6.312 Use of Wireless Communications

Brief summary of the proposed changes:

School leaders recommend strengthening the consequences for violations of the Wireless Electronic Communication Device policy.

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

Each summer school leaders review the Student Handbook, discipline data, and discuss best practice surrounding our prevention and responses to certain student behaviors. This summer, our school principals collectively recommended strengthening the schools' consequences for violations of the Wireless Electronic Communication Device policy. For other student behaviors, we make changes administratively that align with the Code of Conduct policy and implement immediately. Since the consequences for this policy are written within it, staff is asking that the Board consider editing the consequences within the policy with school recommendations or allowing the consequences to be managed consistently throughout all schools and grade bands through the Student Handbook. If allowed to move the specific consequences to the Student Handbook, we can add an annual agenda item to share the Student Handbook changes with the Board each August.

Example: In high schools, the redirection of student behavior as a first offence was difficult to track in the hallways for our non-pilot schools and often led to multiple redirections before office intervention. The method of tracking first offense warnings from the pilot was not sustainable from the teacher/administrator's perspective (digital form from the teacher each time redirections were made).

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.

Staff recommends the proposed change and the behavior to be managed through the consistent implementation of the Student Handbook. Additionally, a copy of the Student Handbook should be sent to the Board each August as an item on the annual agenda.

Williamson County Board of Education

Monitoring:

Review: Annually, in
March

Descriptor Term:

Use of Wireless Communication Devices

Descriptor Code:

6.312

Issued Date:

11/11/25

Rescinds:

6.312

Issued:

06/16/25

PURPOSE

This policy is required by Tennessee law and establishes clear and consistent expectations for the possession and use of personal wireless communication devices by K–12 students and will take effect August 1, 2026. Its purpose is to ensure that instructional time and school environments remain free from unnecessary distractions and to promote student engagement, well-being, safety, and a positive school environment.

Research and safety experts agree that limiting device use during the school day:

- Improves learning by keeping students focused and engaged.
- Supports well-being by reducing social pressures, bullying, and anxiety.
- Strengthens safety by ensuring students follow staff directions in an emergency. Parents will be notified through the school's emergency communication system. Safety experts caution that parents calling or texting students during an emergency can put students at greater risk by drawing attention to them and disrupting established safety procedures.

DEFINITION

For purposes of this policy, wireless communication devices include but are not limited to:

- Cell phones;
- Smart watches;
- Ear buds / AirPods iPods / MP3 players;
- CD players, Walkmans, or radios;
- Pagers or beepers;
- Handheld electronic games; and
- Non-school issued laptops or tablets or any portable devices capable of communication or gaming.

GENERAL

The district shall develop a procedure by which students' wireless communication devices can be securely stored during the school day, except that students in grades 9-12 will have access to their devices during their assigned lunch period.

SCHOOL SETTING

“School setting” includes all areas of the campus or school-sponsored environments during the school day, whether instruction is actively occurring or not, including but not limited to:

- Classrooms and libraries;
- Lunch areas and auditoriums;
- Gymnasiums and physical education areas (indoor and outdoor);
- Performing arts areas;
- Locker rooms;
- Administrative offices;
- Nurse’s office, counseling/medical/psychological spaces; or
- Bathrooms School Buses and other district-provided transportation for field trips/travel during school day.

Leaving class during instructional time to use a device in another school setting is a violation of this policy.

EXCEPTIONS

Students may use personal communication devices only when:

1. Authorized by a teacher for a specific educational purpose. A “specific educational purpose” means that the device is being used as a tool directly tied to the learning objectives of the lesson and under active teacher supervision.

Examples include:

- a. Accessing a teacher-directed digital resource not otherwise available on school-issued technology.
- b. Using translation or accessibility applications as part of instructional activities.
- c. Documenting a project, experiment, or performance when directed by the teacher.
- d. Participating in structured class activities (e.g., polling software, classroom response systems) where the teacher requires device access.

Educational purpose does not include:

- a. Free or unsupervised internet browsing.
- b. Listening to music, playing games, or watching videos unrelated to instruction.
- c. Messaging, social media, or personal communication.
- d. Using the device as a reward or filler activity in lieu of teacher-directed instruction.

Teacher authorization may not be granted for the purpose of convenience when school-issued devices or classroom materials are available for instructional purposes. Permission to use a personal device is an exception, not the norm, and should be revoked immediately if misused.

2. To manage the student’s health, as documented in the student’s individual healthcare plan;
3. When the possession or use is required by the student’s Individual Education Program (IEP), active 504 plan, or individual learning plan; or
4. The device is being used by a student with a disability for the operation of assistive technology to increase, maintain, or improve the student’s functional capabilities.

PROHIBITED USES

Students are prohibited from:

1. Using devices in any manner that threatens academic integrity, disrupts learning, or violates privacy rights.
2. Using devices to cyberbully, harass, or threaten another student.
3. Taking, sending, sharing, viewing, or possessing pictures, text messages, emails, or other material depicting sexual activity, as defined in Tennessee Code Annotated § 39-17-1003 and related statutes (including § 39-17-1002), while the student is on school grounds, at school-sponsored events, or on school buses or vehicles provided by the district.
4. Recording or photographing without consent.
5. Students may not use personal devices to access the internet through unauthorized means (e.g., personal hotspots, VPNs, or circumvention of school network filters).
6. Charging devices using school resources during the school day.

STAFF EXPECTATIONS

Teachers and staff members will consistently and fairly enforce this regulation. Teachers will clearly designate storage areas ~~in classrooms~~ for student devices. ~~who cannot store devices in backpacks, lockers, or purses/bags.~~

Teachers and staff will not use phone breaks as student rewards.

Teachers and staff should model appropriate device use by refraining from personal use during instructional time.

STUDENT AND FAMILY RESPONSIBILITIES

Bringing a personal wireless communication device to school is strictly optional. These devices are not required for instruction and do not enhance learning during the school day.

Students are solely responsible for any personal wireless communication devices they choose to bring to school or school-sponsored events. The school district will not assume responsibility for loss, theft, damage, or unauthorized use of these devices.

CONSEQUENCES

Any visible device during school hours may be confiscated. Confiscated devices will be secured and returned to the student at the end of the school day.

Violations of this policy will result in disciplinary action. Repeated violations will lead to progressive consequences. Final determination of disciplinary measures rests with school administration using the guidance below.

Elementary School

- First Offense Consequences: Teacher places device in the student's backpack/cubby. Teacher/Administrator notifies parent and reviews expectations with the student. The device goes home with the student at the end of the day.
- Second Offense Consequences: The teacher confiscates the device and takes it to school administration. Teacher /Administrator notifies parent and reviews expectations with the student. The device goes home with the student at the end of the day.
- Third or Repeated Offense Consequences: The teacher confiscates the device and takes it to school administration. Teacher /Administrator notifies parent and reviews expectations with the student. Parent picks up the device at the end of the day.

- ~~• First Offense: Device placed in cubby/backpack. Teacher/staff member communicates with student and family, reteaching of expectations. Device goes home with student at end of day.~~
- ~~• Second Offense: Device sent to administrator. Administrator communicates with student and family, reteaching of expectations. Device returned to student at end of day.~~
- ~~• Third Offense: Device sent to administrator. Administrator communicates with student and family, reteaching of expectations. Parent/guardian required to pick up the device.~~

Middle School

- First Offense Consequences: Teacher confiscates the device and takes it to school administration. Teacher/admin notify parent and review expectations with student. Student picks up devices at the end of the day. Warning/Violation is logged into Skyward by school administration
- Second Offense Consequences: Teacher confiscates the device and takes it to school administration. Teacher/admin notify parent and review expectations with student. Students pick up devices at the end of the day. Detention is assigned.
- Third or Repeated Offense Consequences: Teacher confiscates the device and takes it to school administration. Teacher/admin notify parent and review expectations with student. Parents pick up devices at the end of the day. Consequences escalate for repeated offenses; focus shifts from device to a pattern of non-compliance. Examples: Loss of privilege (device in office), ISS.
- ~~• First Offense: Teacher/staff member redirects student to put device away. Reteaching of expectations. Student stores device away until end of class/day.~~
- ~~• Second Offense: Teacher/staff member confiscates device and delivers to administration. Parent notified; parent must pick up device at end of day.~~
- ~~• Third Offense: Escalated consequences for non-compliance, which may include loss of privilege (device held in office), demerits, or detention, or in-school suspension.~~

High School

- First Offense Consequences: Teacher confiscates the device and takes it to administration. Teacher/admin notify parent and review expectations with student. Warning/Violation is logged into Skyward by school administration. Device goes home with the student at the end of the day.

- Second Offense Consequences: Teacher confiscates the device and takes it to administration. Teacher/admin notify parent and review expectations with student. Student receives detention & logged into Skyward by school administration. Device goes home with the student at the end of the day. Parent conference as needed.
- Third Offense Consequences: Teacher confiscates the device and takes it to school administration. Teacher/admin notify parent and review expectations with student. Parents pick up devices at the end of the day. Consequences escalate for repeated offenses; focus shifts from device to a pattern of non-compliance. Examples: Loss of privilege (device in office), ISS, progressive discipline.
- ~~• First Offense: Teacher/staff member redirects student to put device away. Reteaching of expectations. Student stores device away until end of class/day.~~
- ~~• Second Offense: Devices confiscated and delivered to administrator who notifies parent and reviews expectations with student. Parent conference held as needed.~~
- ~~• Third Offense: Escalated consequences for repeated non-compliance. Focus shifts to addressing pattern of behavior. Examples of escalated consequences include loss of privilege (device held in office), detention, or in-school suspension.~~

Additional Consequences (All Grades)

- Referral to law enforcement may occur if device uses involved content or behavior that violates state or federal law.
- Progressive consequences beyond the third offense may be applied at the discretion of the school administration in alignment with the Student Code of Conduct.

EMERGENCY COMMUNICATION

All staff members have access to communication devices during the school day and may contact the school office in case of an emergency. In an emergency, school staff will initiate established communication protocols to notify parents/guardians by text message, email, and/or phone call. Students will also be permitted to contact a parent/guardian once it is safe to do so under staff direction.

Safety experts strongly caution against parents calling or texting students during an active school emergency, as this can draw attention to students' locations and interfere with their ability to follow safety instructions. Parents are urged to await official communication from the school.

In non-emergency situations, parents/guardians will be contacted by school officials via text message, email, or phone call.

Legal References

1. [Public Acts of 2025, Chapter No. 103](#)

Cross References

Code of Conduct 6.300



Williamson County Schools Board Policy Review or New Policy

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

Recommended by: Seth Wilson

Title: WCS General Counsel

Date Submitted to General Counsel: July 29, 2026

Recommendation: New ☒ X, Revise, or Delete ☐ the following Policy number and title:

6.313 Use of Digital Devices

Brief summary of the proposed changes:

Tennessee Public Chapter 808, which took effect on July 1, 2026, provides that “[e]ach LEA...serving students in any of the grades kindergarten through five (K-5) shall adopt a policy governing the age-appropriate and instructional use of digital devices by students to minimize unnecessary screen time while preserving instructional effectiveness.” *See* T. C. A. § 49-6-323(b). Public Chapter 808 then provides the components which must be included in each policy in subsection (c), including to prohibit students in grades K-5 from accessing social media platforms through internet services provided by the LEA during the instructional day. *See* T. C. A. § 49-6-323(c).

Each of those components outlined in Public Chapter 808 are included in this new proposed policy “6.313 Use of Digital Devices.” The proposed policy does go further than the requirements in Public Chapter 808 by expanding those requirements to grades K-12, instead of just K-5.

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

A new policy is needed due to the passage of Tennessee Public Chapter 808, which took effect on July 1, 2026 [*See* <https://publications.tnsosfiles.com/acts/114/pub/pc0808.pdf>] and which has since been codified as T. C. A. § 49-6-323.

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

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

Williamson County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Use of Digital Devices	Descriptor Code: 6.313	Issued Date: Click here to enter a date.
		Rescinds: n/a	Issued:

1 PURPOSE

2 This policy is required by Tennessee law to govern the age-appropriate and instructional use of digital
3 devices by students.¹

4 DEFINITIONS

5 For purposes of this policy, “digital device” means electronic hardware used for instructional purposes
6 that can access, process, store, or transmit data and “social media” means a form of interactive electronic
7 communication through an internet website or application by which a user creates a service-specific
8 profile to connect with other users for communication or content sharing.¹

9 DIGITAL DEVICE USE¹

10 In-person, teacher-led instruction is prioritized as the primary mode of instruction for students in
11 grades kindergarten through twelve (K-12). Electronic assessments and instructional tools used by
12 students in grades K-12 must be developmentally appropriate and aligned with state academic
13 standards. Digital devices can be utilized in grades K-12 when there is a clear educational benefit,
14 including:

- 15 (1) for targeted instructional support, intervention, and remediation;
- 16 (2) as part of either an accommodation or services provided under the Individuals with Disabilities
17 Education Act, Section 504 of the Rehabilitation Act, or the Americans with Disabilities Act;
- 18 (3) for administering a universal screener adopted by the State Board of Education or other
19 assessments required by state or federal law;
- 20 (4) for teacher preparation, lesson planning, or professional use;
- 21 (5) for public virtual schools;
- 22 (6) for homebound instruction;
- 23 (7) for remote instructions days provided under Tennessee law; or
- 24 (8) for hybrid learning days provided under Tennessee law.

25 The Superintendent of Schools or his/her designee shall provide guidance to WCS staff on appropriate
26 use of digital devices by students in grades kindergarten through twelve (K-12) and for ensuring that
27 digital instruction complies with the framework outlined in this policy and in accordance with state
28 law.

1 Parents/guardians will be provided transparency regarding the types of digital devices used in classrooms
2 and the instructional purposes for digital devices use of students in grades kindergarten through twelve
3 (K-12).

4 **SOCIAL MEDIA USE**

5 Students in grades kindergarten through twelve (K-12) are prohibited from accessing, using, or
6 interacting with a social media platform during the instructional day while on school
7 property, participating in a school-sponsored activity, or using a District-owned or District-managed
8 device or District-provided internet service.¹ The District shall use measures, including content filtering
9 and access controls, to restrict student access to known social media platforms. The District may block
10 a website, application, service, domain, or other online resource that it determines functions primarily as
11 a social media platform or presents similar communication, content-sharing, or student-safety risks.

Legal References

1. T. C. A. § 49-6-323

Cross References

Williamson County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Safe Relocation of Students	Descriptor Code: 6.4081	Issued Date: 11/18/19
		Rescinds: 6. 40813061	Issued: 09/17/12

Employees who are directly responsible for a student's education or who otherwise interact within the scope of their assigned duties may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others.¹ Such employees may also intervene in a physical altercation between two or more students or between a student and a district employee. Reasonable force may be used to physically relocate or intervene in a conflict if a student is unwilling to cooperate.² If an employee is unable to resolve the matter with the use of reasonable or justifiable force as required, the student shall be allowed to remain in place until such a time as local law enforcement officers or school resource officers can be summoned to relocate the student or take the student into custody until such a time as a parent/guardian can retrieve the student.

In the event that physical relocation becomes necessary, the employee shall immediately file a brief report of the incident with the building principal. If the student's behavior constitutes a violation of the Board's zero tolerance policy, the report shall be placed in the student's permanent record. Otherwise, the report shall be kept in the student's discipline record and not become a part of that student's permanent record. The principal/designee shall notify the teacher involved of the actions taken to address the behavior of the relocated student.

No part of this policy shall abrogate the rights of those students protected by the Individual with Disabilities in Education Act, Section 504 of the Rehabilitation Act or any other state or federal law in any way. Nothing in this policy shall allow the use of restraint or seclusion against any student in violation of Board policy, state law, or federal law. WCS supports the use of restraint and seclusion when necessary and appropriate, but only in compliance with state and federal law and not as a means of discipline.

The Superintendent of Schools/designee shall create procedures to implement this policy consistent with state law. Each building principal shall fully support the employees' authority under this policy and fully implement the policy and procedures of the system.

CLASSROOM EVACUATION

In the event of a classroom evacuation, in which some or all students are removed from a classroom or instructional area due to a violent, aggressive, or severely disruptive behavior of another student that creates a safety concern or substantially interrupts classroom instruction, the principal or his/her designee at the school where the evacuation occurred must provide notification to the parent/guardian of each student who was in the classroom or instructional area at the time that the classroom evacuation occurred.³ The notification must be provided by the end of the school day in which the classroom evacuation occurred unless the event that prompted the classroom evacuation is an ongoing emergency and/or otherwise under investigation by a state or local law enforcement agency, in which case the

parent/guardian is provided notification once the principal or his/her designee determines that providing notification would not impede the ongoing investigation.³

Notification to the parent(s)/guardian(s) must include:³

1. The fact that a classroom evacuation occurred;

2. A brief description of the general nature of the incident sufficient to explain why the classroom evacuation occurred; and

3. Any steps taken by the school to ensure the continued safety and supervision of students.

Parental notification provided in compliance with the Family Education Rights and Privacy Act (FERPA) and other applicable privacy laws.⁴ No information shall be disclosed about the student whose conduct caused the classroom evacuation, or any other student, if the disclosure would violate privacy laws.

Each school must maintain a record for each classroom evacuation noting: (1) the date/time of the classroom evacuation; (2) the number of students evacuated; (3) the time/manner of the parental notifications; and (4) the person responsible for issuing that parental notification.³

Legal References

1. [T.C.A. § TCA-49-6-4008](#)
2. [T.C.A. §§ TCA-39-11-603, 609-614](#)
3. [T.C.A. § 49-6-4303](#)
- 2.4. [20 USCA § 1232g; T.C.A. § 10-7-504](#)

Cross References

Code of Conduct 6.300

Williamson County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Students from Military Families	Descriptor Code: 6.506	Issued Date: 09/16/19
		Rescinds: 6.506	Issued: 09/16/16

1 *General*

2 The Superintendent of Schools shall develop the necessary administrative procedures to ensure that
3 students with parent(s)/guardian(s) in the armed services are identified and that appropriate and
4 available services are provided for these students.¹

5 **RELOCATION OF MILITARY SERVICE MEMBER²**

6 A student who does not currently reside within the school district shall be allowed to enroll if he/she is
7 a dependent child of a service member who is being relocated to Tennessee on military orders. To be
8 eligible for enrollment, the student will need to provide documentation that he/she will be a resident of
9 the school district on relocation.

10 Within thirty (30) days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of
11 residency within the school district.

12 **ABSENCES**

13 Principals shall provide students with a one (1) day excused absence prior to the deployment of and a
14 one (1) day excused absence upon the return of a parent/guardian serving active military service.

15 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
16 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
17 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up school work
18 missed during these absences.³

19 **REMAINING IN THE DISTRICT⁴**

20 If a student is enrolled in grades eleven (11) through twelve (12) and is a dependent child of a service
21 member who relocates on military orders resulting in the student no longer residing in the school
22 district due to relocation, the student shall have the option to remain enrolled in the same high school
23 until the student graduates or withdraws.

Legal References

1. State Board of Education Policy 2.103
2. Public Acts of 2019, Chapter No. 138
3. ~~T.C.A. § 49-6-3019~~
- 3.4. ~~T.C.A. § 49-6-3101(e)~~

Cross References

Attendance 6.200
School Admissions 6.203



Williamson County Schools Board Policy Review or New Policy

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

Recommended by: Seth Wilson

Title: WCS General Counsel

Date Submitted to General Counsel: July 29, 2026

Recommendation: New ☒ X, Revise, or Delete ☐ the following Policy number and title:

6.415 Applied Behavior Analysis Private Pay Services in Schools

Brief summary of the proposed changes:

Tennessee Public Chapter 1112 requires all LEAs to “allow a private pay provider who is under contract with a parent or legal guardian of a student with autism spectrum disorder or developmental delays who is enrolled in the LEA... access to the student during the school day to provide the student with private pay services in educational settings, including, but not limited to, classroom settings; provided, that the educational settings in which private pay services are provided do not conflict with the student's educational placement.” *See* T. C. A. § 49-10-1502(a).

“Private pay provider” is defined as “a licensed behavior analyst, registered behavior technician, or licensed assistant behavior analyst who provides applied behavior analysis to a student, is not employed or contracted directly by the LEA... and is compensated privately by the student's family or by an external entity.” *See* T. C. A. § 49-10-1501(5).

The Public Chapter further provides that “[a]n LEA...shall adopt and implement a policy for operationalizing private pay services in the LEA...” and thereafter lists requirements for what the “policy adopted pursuant” to PC1112 “must establish...” *See* T. C. A. § 49-10-1502(h). Those requirements include a process for how private pay providers will communicate with a student’s IEP team, professional expectations of the private pay providers in the school or classroom setting, a process for discontinuing or terminating private pay services if an LEA determines they must be discontinued or terminated for cause, and an appeal process where a student’s parent or legal guardian may seek a resolution when the LEA disagrees with the private pay provider or the provision of private pay services. *Id.* Accordingly, each of the requirements outlined under Public Chapter 1112 are included in this new proposed policy “6.415 Applied Behavior Analysis Private Pay Services in Schools.”

A draft of the proposed policy which highlights which sections directly come out of Public Chapter 1112, and which parts come out of requirements provided under Public Chapter 1112 for each LEA to determine, and which includes comments showing how the parts of the proposed policy correspond with the sections of Public Chapter 1112, is being provided to the Board for reference.

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

A new policy is needed due to the passage of Tennessee Public Chapter 1112 [*See* <https://publications.tnsosfiles.com/acts/114/pub/pc1112.pdf>] which has since been codified as T. C. A. §§ 49-10-1501 and 49-10-1502 and which requires each LEA to adopt and implement a policy for operationalizing private pay services in the LEA..." *See* T. C. A. § 49-10-1502(h). Public Chapter 1112 required the Tennessee Department of Education ("TDOE") to provide "guidelines and best practices to facilitate the implementation of this section" and to "distribute the guidelines and best practices to each LEA..." *See* T. C. A. § 49-10-1502(j). On or around July 10, 2026, the Tennessee Department of Education released its guidelines and best practices, which can be found here- [Best Practices for Implementation of Private Pay Providers and Behavioral Services in Schools](#). TDOE then provided training sessions on its guidelines and best practices on July 21, 2026, and July 24, 2026. This proposed new policy is in accordance with Public Chapter 1112 as well as the guidelines and best practices provided by TDOE in July 2026.

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

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

Williamson County Board of Education

Monitoring:

Review: Annually, in
June

Descriptor Term:

Applied Behavior Analysis Private Pay Services in Schools

Descriptor Code:

6.415

Issued Date:

draft

Rescinds:

Issued:

1 GENERAL

2 This policy applies to "private pay providers" who provide private pay services to a student with
3 autism spectrum disorder or developmental delays during the school day in the educational
4 setting.¹ "Private pay provider" means a licensed behavior analyst, registered behavior technician,
5 or licensed assistant behavior analyst, who is not employed or contracted directly by Williamson
6 County Schools ("WCS"), and who is under contract with and compensated privately by a student's
7 family or by an external entity.¹ "Private pay services" means applied behavior analysis (ABA) provided
8 by the private pay provider on the grounds of WCS in which the student receiving the applied behavior
9 analysis is enrolled.¹ "Applied behavior analysis" ("ABA") means the design, implementation, and
10 evaluation of environmental modifications by a behavior analyst to produce socially significant
11 improvements in human behavior.²

12 WCS will allow private pay providers to provide private pay services to students with autism spectrum
13 disorder or developmental delays during the school day to the extent that such services align with the
14 student's educational and developmental needs and do not conflict with a student's educational
15 placement.³ Nothing in this policy shall be interpreted to grant private pay providers decision-making
16 authority regarding a student's educational program, placement, access to educational settings, or
17 operation procedures within the school environment.

18 While on WCS property providing services to students, private pay providers shall adhere to: (1)
19 the requirements and professional expectations established in a fully executed memorandum of
20 understanding ("MOU") with WCS; (2) Williamson County Board of Education policies; and (3)
21 all applicable state and federal laws, rules and regulations.

22 Private pay providers are prohibited from providing services to, collecting data on, or interacting with
23 (other than incidental or naturally occurring interactions) other students on WCS property who are not
24 directly receiving private pay services from that private pay provider. Any interactions with school
25 staff shall not cause disruption to the educational environment or the provision of educational
26 instruction. Private pay providers are required to adhere to student confidentiality laws for any
27 student the private pay provider encounters while providing services in the educational setting. A
28 licensed behavior analyst, provided by the private pay provider, must supervise the private pay
29 services delivered during the school day.³

30 APPROVAL PROCESS/COORDINATION WITH SCHOOL PERSONNEL

31 Parents/legal guardians may request the provision of private pay ABA services for a student with
32 autism spectrum disorder or developmental delays during the school day by providing a written request

to the principal of the school where the student is enrolled. The school principal will direct all such requests to the WCS Student Support Services department. The WCS Student Support Services department will coordinate with the parent/legal guardian and private pay provider regarding the requirements to approve private pay services in the educational setting, including executing an MOU before the provision of private pay services.

The private pay provider shall comply with all background check, criminal checks, and fingerprinting requirements pursuant to Williamson County Board of Education policy 5.118, T. C. A. § 49-5-413 and Tenn. Comp. R. & Regs. 0520-01-02-.31(7) prior to the private pay provider starting private pay services in the school setting and shall coordinate with WCS to provide proof of compliance.⁴ Upon providing such proof, the private pay provider shall provide WCS with proof of licensure, certification, and professional insurance that covers the school as an additional insured party before providing any services on WCS premises.⁴

The student's parent/legal guardian must provide: (1) written consent acknowledging that the private pay services have been selected by the parent/legal guardian and are not being provided by the school district; (2) a waiver of liability waiving liability on the school district for acts or omissions arising solely from the private pay provider; and (3) a release of information, on a form approved by WCS, to allow school personnel to communicate directly with the private pay provider.⁵

Upon receipt of parental consent for private pay services, private pay providers shall coordinate with the WCS Student Support Services department to provide the information needed to determine the schedule allowed for private pay services in the school setting. School district personnel, in consultation with the relevant IEP team members for the student (if applicable), will provide the parent with notice of the approval/denial of private pay services, including the schedule for private pay services during the school day and the future contact person for the parent/legal guardian regarding the provision of private pay services.³ Decisions regarding scheduling and location of services shall be individualized and focused on allowing the student to meaningfully access educational opportunities while complying with all requirements to provide a free appropriate public education (FAPE) in the student's least restrictive environment.^{3&6} Private pay services may be limited in time/duration if the private pay services (1) would disrupt the overall classroom environment or the delivery of instruction, (2) would disrupt the student's access to the general curriculum, (3) would fragment the student's schedule in a way that would reduce the student's access to the general education program or the student's core curriculum, (4) conflict with the student's educational and developmental needs, or (5) if applicable, would disrupt the student's ability to receive his/her IEP services required to receive a FAPE in his/her educational placement. For students who have an IEP, private pay services can only supplement, not supplant, any requirements in a student's IEP.^{3&6}

The Superintendent of Schools will develop administrative procedures to implement this policy and in accordance with T. C. A. § 49-10-1502.

TERMINATION OF SERVICES

When a school has objective data or documented observations indicating that the delivery of private pay services is substantially interfering with instruction, student engagement, or classroom

management, the school should convene a meeting with the parent/guardian, designated school personnel, and the private pay provider to discuss the concerns, review relevant data, and identify possible adjustments to the service delivery model designed to reduce disruption while continuing to support the student's needs.⁷

Services of the private pay provider may be discontinued or be terminated for cause.⁷ Termination shall be based on either: violation of the terms of the MOU, violation of Williamson County Board of Education policies, safety concerns, and/or violations of state or federal laws, rules and/or regulations.⁷ If concerns persist despite reasonable corrective efforts, or if the private pay provider's conduct presents an immediate risk to student safety, confidentiality, instruction, or school operations, the private pay services may be discontinued or terminated for cause.⁷ If discontinuation or termination for cause is necessary, the WCS Student Support Services department shall provide the parent/legal guardian with a letter outlining the reason for the termination.

APPEALS PROCESS

If a parent/legal guardian disagrees with a decision of the school district regarding the provision of private pay services, an appeal of such decision may be filed in writing with the Superintendent of Schools.⁷ The Superintendent of Schools or his/her Designee will review the appeal of the parent/legal guardian along with any information provided by WCS staff and make a final determination on the matter within ten (10) school days of receipt of the appeal.

Legal References

1. [T. C. A. § 49-10-1501](#)
2. [T. C. A. § 49-10-1501](#); and [T.C.A. § 68-11-302\(9\)](#)
3. [T. C. A. § 49-10-1502](#)
4. [T. C. A. § 49-10-1502\(i\)](#)
5. [T. C. A. § 49-10-1502\(d\)](#)
6. [20 U.S.C. § 1400, et. seq.](#)
7. [T. C. A. § 49-10-1502\(h\)](#)