



Williamson County Board Policy Committee

March 2, 2020 6:00 PM

Training Center, 1st Floor 1320 West Main Street

1. Agenda

2. Board Policies First Reading

- a. 3.405 Commercial Advertising on Williamson County School Buses
- b. 3.604 Public Records Request
- c. 4.302 Field Trips

3. Policy For Discussion

- a. 1.703 School Attendance Areas, Zoning and Nonresident Students



TO: WILLIAMSON COUNTY SCHOOL BOARD

POLICY COMMITTEE MEETING AGENDA

Monday, March 2, 2020

6:00 p.m., Training Center, 1st Floor

Policies for First Reading

- 3.405 Commercial Advertising on Williamson County School Buses
- 3.604 Public Records Request
- 4.302 Field Trips

Policy for Discussion

- 1.703 School Attendance Areas, Zoning and Nonresident Students

Williamson County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Commercial Advertising on Williamson County School Buses	Descriptor Code: 3.405	Issued Date: 11/18/19
		Rescinds: 3.4003	Issued: 05/27/14

- 1 Commercial advertising space shall be displayed on the exterior or interior of Williamson County
2 School Buses and is subject to the following restrictions and limitations:¹
- 3 1. ~~Advertising~~ The size and location of the advertisement shall be in accordance with state law
4 and approved by the Superintendent of Schools or his/her designee;¹
5
 - 6 2. The Superintendent of Schools or his/her designee shall be responsible for the sale and
7 approval of the advertisement;
8
 - 9 3. Advertising space shall be limited to the rear quarter panel of each school bus. No more than
10 two (2) advertisements per rear quarter panel shall be permitted.
11
 - 12 4. There shall be no advertising on school buses of tobacco products, alcohol products, political
13 campaigns,² or individual food items that cannot be sold to students through vending
14 machines;³ ~~Advertising space on each bus shall not exceed sixteen inches (16") in height and
15 sixty inches (60") in length on each side of the bus.~~
 - 16
 - 17 5. All advertising shall be displayed in black lettering on a white background, and/or include
18 vendor logo;
19
 - 20 ~~6. There will be no advertisement of tobacco products, alcohol products,~~
21
 - 22 7. The only advertisement authorized under this policy is the following: "(Name of Vendor)
23 Supports Williamson County Schools;"
24
 - 25 8. The advertisements shall not cover any structural or sheet metal damage or alterations;
26
 - 27 9. Costs of advertising shall not exceed \$1,500 annually per school bus.

Legal References

1. TCA 49-6-2109(d); TRR/MS 0520-01-05-.01(7)
2. TCA 2-19-144
3. TCA 49-6-2307

Williamson County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="margin: 0;">Public Records Request</h2>	Descriptor Code: 3.604	Issued Date: 11/18/19
		Rescinds: 3.604	Issued: 08/21/17

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

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

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

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

19 **Definitions:**

- 20 1. Records Custodian: The office, official or employee lawfully responsible for the direct custody
 21 and care of a public record. The records custodian is not necessarily the original preparer or
 22 receiver of the record.
- 23
- 24 2. Public Records: All documents, papers, letters, maps, books, photographs, microfilms,
 25 electronic data processing files and output, films, sound recordings, or other material,
 26 regardless of physical form or characteristics, made or received pursuant to law or ordinance or
 27 in connection with the transaction of official business by any governmental agency.
- 28
- 29 3. Public Records Request Coordinator: The individual, or individuals, designated in Section III,
 30 A.3 of this Policy who has, or have, the responsibility to ensure public record requests are
 31 routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. The
 32 Public Records Request Coordinator (“PRRC”) may also be a records custodian.

- 1 4. Requestor: A Tennessee Citizen seeking access to a public record, whether it is for inspection
2 or duplication.

3 Requesting Access to Public Records

- 4 1. Public record requests shall be made to the Public Records Request Coordinator
5 ("Coordinator") or his/her designee in order to ensure public record requests are routed to the
6 appropriate records custodian and fulfilled in a timely manner.
7
- 8 2. ~~Requests for inspection only cannot be required to be made in writing. The Coordinator should~~
9 ~~request a mailing or email address from the requestor for providing any written communication~~
10 ~~required or permitted under the TPRA.~~ Requests for inspections may be made orally. WCS
11 would, however, prefer but does not require a written or digital request. The Coordinator shall,
12 however, request a U.S. mail address or email address from the Requestor in order to provide
13 any written communication required under the TPRA.
14
- 15 3. Requests for inspection may be made orally, ~~or~~ in writing or in person at the Williamson
16 County Schools Central Office located at 1320 Main Street, Suite 202, Franklin, Tennessee
17 37064; by U.S. mail at the Williamson County Schools, 1320 Main Street, Suite 202, Franklin,
18 Tennessee 37064 or by calling Williamson County Schools at 615-472-4000.
19
- 20 4. Requests for copies of public records shall be made in writing delivered in one of the following
21 ways: in person at the Williamson County Schools Central Office located at 1320 Main Street,
22 Suite 202, Franklin, Tennessee 37064; by U.S. mail at the Williamson County Schools, 1320
23 Main Street, Suite 202, Franklin, Tennessee 37064 or by calling Williamson County Schools at
24 615-472-4000.
25
- 26 5. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license or
27 alternative acceptable form of ID is not required as a condition to inspect or receive copies of
28 public records, unless there is an indication that the Requestor is not a Tennessee citizen.

29 Responding to Public Records Requests

- 30 1. The Coordinator shall review public record requests and make an initial determination of the
31 following: a. If the requestor provided evidence of Tennessee citizenship; b. Whether the
32 records requested are described with sufficient specificity to identify them; and c. Whether the
33 records are Williamson County Schools records and, if so, what Williamson County School is
34 the custodian of the records
35
- 36 2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate
37 action(s):
38
- 39 a. Advise the requestor of this Policy and ask for proof of Tennessee citizenship;
40
- 41 b. If the requester asks for copies explain the form that needs to be completed and any
42 fees, if not otherwise waived.
43

- 1 c. If permitted under this Policy, the Custodian shall inform the requester in writing that
2 the request has been denied and an explanation of the reason why the request is denied,
3 including any one of the following reasons:
4 i. The requestor is not, or has not presented evidence of being, a Tennessee citizen.
5 ii. The requestor's description of the records is not specific enough to determine
6 what records are being requested.
7 iii. An exemption makes the record not subject to disclosure under the TPRA and
8 provide the exemption in written detail.
9 iv. Williamson County Schools are not the custodian of the requested records.
10 v. The records do not exist.
11
12 d. If appropriate, contact the requestor to see if the public records request can be narrowed
13 and/or clarified.
14
15 e. If known, forward the records request to the appropriate records custodian in
16 Williamson County School.
17
18 f. If requested records are in the custody of a different governmental entity, and the
19 Coordinator knows the correct governmental entity, advise the requestor of the correct
20 governmental entity and Coordinator for that entity if known.
21
- 22 3. The designated Coordinators for Williamson County are:
23
24 a. For Requests from citizens of the State of Tennessee to Williamson County Schools is
25 Dana Ausbrooks General Counsel;
26
27 b. For Personnel Requests to Williamson County Schools is Vickie Hall, Assistant
28 Superintendent of Human Resources;
29
30 c. For Media Requests for to Williamson County Schools is Carol Birdsong,
31 Communications Director;
32
33 d. Contact Information: Williamson County Schools, 1320 West Main Street, Suite 202,
34 Franklin, Tennessee 37064; public.records@wcs.edu.
35
- 36 4. Distributing Public Records Request to the Appropriate Records Custodian:
37
38 a. Upon receiving a public records request, a records custodian shall promptly make
39 requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If
40 the records custodian is uncertain that an applicable exemption applies, the custodian
41 may consult with the Coordinator, legal counsel, or the Office of Records Counsel.
42
43 b. If not practicable to promptly provide requested records because additional time is
44 necessary to determine whether the requested records exist; to search for, retrieve, or
45 otherwise gain access to records; to determine whether the records are open; to redact
46 records; or for other similar reasons, then a records custodian shall, within seven (7)

- 1 business days from the records custodian's receipt of the request notify the requestor in
2 writing.
- 3
- 4 c. If a records custodian denies a public record request, he or she shall deny the request in
5 writing.
- 6
- 7 d. If a records custodian reasonably determines production of records should be segmented
8 because the records request is for a large volume of records, or additional time is
9 necessary to prepare the records for access, the records custodian shall notify the
10 requestor in writing that production of the records will be in segments and that a records
11 production schedule will be provided as expeditiously as practicable. If appropriate, the
12 records custodian should contact the requestor to see if the request can be narrowed.
- 13
- 14 e. If a records custodian discovers records responsive to a records request were omitted,
15 the records custodian should contact the requestor concerning the omission and produce
16 the records as quickly as practicable.
- 17
- 18 5. Redacting Confidential Information or Information not otherwise subject to the Public Records
19 Act.
- 20
- 21 a. If a record contains confidential information or information that is not open for public
22 inspection, the records custodian shall prepare a redacted copy prior to providing
23 access. If questions arise concerning redaction, the records custodian should coordinate
24 with counsel or other appropriate parties regarding review and redaction of records.
- 25
- 26 b. Whenever a redacted record is provided, a records custodian should provide the
27 requestor with the basis for redaction. The basis given for redaction shall be general in
28 nature and not disclose confidential information. A records custodian is otherwise not
29 required to provide any sort of privilege log.
- 30
- 31 6. Inspection of Records
- 32
- 33 a. There shall be no charge for inspection of open public records that are subject to
34 inspection under the TPRA.
- 35
- 36 b. Inspection of public records shall take place at Williamson County Schools located in
37 Williamson County, Tennessee. The location for inspection of public records within
38 Williamson County Schools shall be determined by the PRRC or the appropriate
39 records custodian.
- 40
- 41 c. Appointments for inspection of public records are required. The record Custodian will
42 cooperate with the requester and try to schedule a time during regular business hours
43 that is convenient for the requestor.
- 44
- 45

1 7. Copies of Records
2

- 3 a. A records custodian shall promptly respond to a public record request for copies.
4
5 b. Copies will be available for pickup at a location specified by the records custodian.
6
7 c. Upon payment for postage, copies will be delivered to the requestor's home address by
8 the United States Postal Service.
9
10 d. A requestor is not permitted to make copies of records with any type of personal
11 equipment, including but not limited to cell phones, portable scanners or portable copy
12 machines, and is prohibited from removing the records to have copied by a third party.
13

14 8. Fees and Charges and Procedures for Billing and Payment
15

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

- 1 3. The Records Custodian will then multiply the total number of hours to be
2 charged for the labor of each employee by that employee's hourly wage.
3 4. Finally, the Records Custodian will add together the totals for all the
4 employees involved in the request and that will be the total amount of
5 labor that can be charged.
6 v. In calculating the charge for labor, a Records Custodian shall determine the
7 number of hours each employee spent producing a request.
8 vi. The Records Custodian shall then subtract the 1 hour threshold from the number
9 of hours the highest paid employee spent producing the request.
10 vii. The Records Custodian will then multiply the total number of hours to be
11 charged for the labor of each employee by that employee's hourly wage.
12 viii. Finally, the Records Custodian will add together the totals for all the employees
13 involved in the request and that will be the total amount of labor that can be
14 charged.
15 ix. If an outside vendor is used, the actual costs assessed by the vendor.
 ~~x. Payment in advance is required.~~

16 9. Aggregation of Frequent and Multiple Requests.
17

- 18 a. Williamson County Schools ~~may will not~~ aggregate public record requests when more
19 than (4) requests are received within a calendar month either from a single individual or
20 a group of individuals deemed working in concert, and WCS adopts the "Frequent and
21 Multiple Request Policy" and any successor policy developed by the Office of Open
22 Records Counsel.
23
24 b. Such requests may be aggregated on any level whether by school, department, program,
25 office or otherwise.
26
27 c. The PRRC is responsible for making the determination that a group of individuals are
28 working in concert. The PRRC must inform the individuals that they are deemed to be
29 working in concert and that they have the right to appeal the decision to the Office of
30 Open Records Counsel.
31

Legal References

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

PUBLIC RECORDS REQUEST FORM

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

To: Williamson County Schools

Requestor's Name: _____

Requestor's Address: _____

Requestor's Phone Number and Email: _____

Is the requestor a Tennessee citizen? ___ Yes ___ No

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

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

Records Requested:

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

Signature of Requestor and Date Submitted

Date Received by Williamson County Schools

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips	Descriptor Code: 4.302	Issued Date: 06/17/19
		Rescinds: 4.302	Issued: 11/27/17

1 All school-sponsored field trips must be educational in nature and be clearly relevant to a specific lesson
2 or unit of study in the established curriculum. All school-sponsored field trips must be approved by the
3 school Principal. Overnight school-sponsored field trips must be approved in advance by the school
4 Principal and the Superintendent of Schools.

5 Each student shall have written permission from a parents or guardian on file at the school, prior to
6 leaving on a trip.

7 The individual school must pay from its funds the cost of hiring the bus driver as per Board approved
8 schedule.

9 At least one teacher must accompany each bus on any school-sponsored field trip.

10 **Post-Secondary Institution Visits**

11 Seniors may visit post-secondary institutions during the school year for no more than four (4) days per
12 year. The student must bring documentation from the post-secondary institution indicating the student
13 visited. Post-secondary institution visits will be considered field trips for attendance purposes as long as
14 the student provides documentation. Documentation must be returned to the school following the post-
15 secondary institution visit within three (3) school days for the student's absence to be considered a field
16 trip for attendance purposes.

17 **Independently Planned Trips**

18 Trips privately planned by school district employees, acting outside the scope of their employment, are
19 not authorized by the school district.

20 These trips are not approved by the Board and are not considered a part of the curriculum. Total
21 responsibility for privately planned trips rests with the chaperone(s) as well as with the
22 parent(s)/guardian(s) of the students participating in the trip. The following restrictions shall apply:

- 23 1. Board funds or resources shall not be used;
- 24 2. School district materials shall not be used;
- 25 3. The Board shall not assume any liability;
- 26 4. Employees are not authorized to act on behalf of the school district;
- 27 5. Recruitment efforts made by an employee shall not occur during the instructional school day;
- 28 and
- 29 6. Absences caused by participation in privately planned trips shall be considered unexcused.

Cross References

Special Use of School Vehicles 3.402

Extracurricular Activities 4.300

Attendance 6.200

Williamson County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School Attendance Areas, Zoning and Nonresident Students	Descriptor Code: 1.703	Issued Date: 08/19/19
		Rescinds: 1.703	Issued: 11/26/18

1 *General*

2 **All out-of-zone requests must be submitted for approval by May 15th.**

3 Except as provided in this policy, no out-of-district student will be eligible to attend Williamson
4 County Schools.¹ The Williamson County Board of Education will provide transportation to all
5 students attending the assigned school within an attendance transportation zone. Transportation to any
6 school outside the attendance transportation zone will be the responsibility of the parent or guardian.
7 Transportation exceptions may be made for groups of students as needed for the best interests of the
8 district when approved in advance by the Board.

9 Out-of-zone approvals are granted to continue through the highest grade level of the school unless
10 rescinded by the principal for failure to follow school procedures. A sibling of a student currently
11 enrolled in an out-of-zone school and who will be enrolled in that school the upcoming school year
12 may enroll in that same school, even if the school zone has closed. A sibling request must be submitted
13 for approval by May 15th.

14 **ESTABLISHING TRANSPORTATION ZONES**

15 Prior to any vote concerning transportation zone changes, the Board shall establish parameters as
16 direction for WCS staff rezoning proposals.

17 **OUT OF ZONE PROCESS**

18 **General:** Students residing in Williamson County, including Franklin Special School District, may be
19 approved to attend a school outside their attendance transportation zone provided that school is an
20 open zoned school, the zoned school principal has signed and acknowledged notice of the request, and
21 the student has been recommended by the out-of-zone principal and the Superintendent. Other
22 approvals for out-of-zone requests may be made and approved under other guidelines within this
23 policy. The reason for the request shall be stated on the application.

24 **Curricular:** A student may apply for an out of zone school placement for specific curricular needs, or
25 a particular course of study. A course of study is defined as the International Baccalaureate (I.B.)
26 program or a series of courses in the career/technical area. Failure to register for the approved course
27 of study or approved curriculum will cause the student to be returned to the zoned school immediately.
28 Further, the student shall continue to enroll in the approved course of study or curriculum needs until
29 requirements are met to graduate. With the exception of the I.B. program, students requesting to attend
30 an out of zone school shall be denied if the school's base building capacity is exceeded or will be
31 exceeded in the coming school year, and/or if oversized classes in the approved course of study or
32 approved curriculum will result.

1 OPEN ZONED SCHOOLS

2 Upon recommendation of the Superintendent, each year the Board will approve which schools will be
3 available for open zoning. That decision will be based on current and future available space for
4 students, principal recommendation, and any other appropriate consideration needed at that time.

5 All other schools are closed for enrollment to any student not residing in that specific school
6 transportation zone or not approved under the guidelines specified in this policy. A student approved
7 through this process may continue in the next level of the feeder pattern unless attendance would result
8 in overcrowding of the school and/or oversized classrooms or unless denied by the Principal for failure
9 to follow school procedures.

10 MOVING TO ZONE

11 A student residing in Williamson County may enroll in another Williamson County School District
12 school if the parents provide to the principal prior to enrollment a copy of a bona fide contract and
13 other supporting documentation of their intent to move into that transportation school zone within the
14 current school year. An approved out-of-zone application must be filed with the out-of-zone school (no
15 signature required from the zoned school principal of the temporary residence).

16 A non-resident student may enroll in Williamson County school if the parents provide to the principal
17 prior to enrollment a notarized statement of intent to reside in the Williamson County School District
18 during the forthcoming semester, with supporting documentation submitted to validate intent to reside.
19 Approval may be granted on a semester basis only. A family tuition rate applicable to families who
20 have shown this documentation shall be established by the School Board. This rate shall be established
21 by the school board each year and shall be based on the previous year's financial expenditures.

22 EXCEPTIONS WCS AND WILLIAMSON COUNTY EMPLOYEES (RESIDENT)

23 Williamson County Board of Education or Williamson County employees who are residents of
24 Williamson County and who work full-time in a work assignment located in a WCS school, office, or
25 facility are eligible to have children in their legal and physical custody and step-children who live in
26 their home to attend out-of-zone any school within the high school feeder zone in which the
27 employee's work assignment is located. If there is more than one feeder school, the out-of-zone
28 approval is at the discretion of the principals of the feeder schools involved.

29 WCS AND WILLIAMSON COUNTY EMPLOYEES (NON-RESIDENT)

30 Williamson County Board of Education or Williamson County employees who reside outside
31 Williamson County but who work full-time in a work assignment located in a WCS school, office, or
32 facility are eligible, at the Board established tuition rate, to have children in their legal and physical
33 custody and step-children who live in their home to attend any school within the high school feeder
34 zone in which the employee's work assignment is located. If there is more than one feeder school, the
35 out-of-zone approval is at the discretion of the principals of the feeder schools involved.

36 If employment is terminated and the employee is not a resident of Williamson County, the child may
37 complete the school year in the Williamson County School.

1 A high school student classified as a second semester junior or as a senior may complete the senior
2 year, totally or in part, with the payment of tuition required on a semester basis.

3 High school age children of Franklin Special School District professional staff who reside outside the
4 county will be eligible to attend Centennial High School. The established family tuition rate shall be
5 charged.

6 **GRANDFATHER PROVISION:**

7 1. REZONING FOR EXISTING and OPENING NEW SCHOOLS

8 Students re-zoned due to the opening of a new school or the rezoning of an existing school may request
9 and be grandfathered to continue in former zoned school as follows:

10	Elementary School:	rising 5th grade students
11	Middle School:	rising 8th grade students
12	High School:	rising 11th and 12th grade students

13 Requests should be submitted by May 15th of the preceding year. Parents are responsible for
14 transportation to the out-of-zone school.

15 2. RELOCATION WITHIN WILLIAMSON COUNTY SCHOOLS

16 Rising 5th grade, 8th grade, 11th grade and 12th grade students currently attending a school and who
17 move out of their transportation zone and maintain residence within Williamson County may request
18 out-of-zone approval through the out-of-zone principal to continue attendance in that school as long as
19 they have lived in that zone for at least twelve consecutive months, and they provide their
20 transportation. Only the out of zone principal's approval signature is required. Requests should be
21 submitted by May 15th. Students who relocate within Williamson County during a school year but have
22 not lived in the said transportation zone for more than twelve consecutive months may complete only
23 that school year at the original school.

24 **SIBLINGS**

25 When a student is attending an out-of-zone school, that student and his siblings may attend through the
26 highest grade level of that school, provided that each newly enrolling sibling must submit an out of
27 zone request for approval by May 15th. Any such attendance may be denied or rescinded by the
28 principal for failure to follow school procedures. A sibling may only apply to attend an out-of-zone
29 school if there is a sibling currently attending that school who will be enrolled in that school the
30 upcoming school year.

31 **TRANSFERS**

32 No transfers from one county school to another will be permitted during the school year unless
33 approved through the Renaissance High School application process.

1 RETURN TO ZONED SCHOOL

2 Requests for students to return to their transportation zoned school will be reviewed by a staff
3 committee appointed by the Superintendent for determination to be made at the semester end. Any
4 student as determined by the principal as violating school rules may be returned to the zoned school at
5 the end of any semester.

**6 PRIMARY RESIDENCE OUTSIDE COUNTY BUT SUBJECT TO WILLIAMSON COUNTY
7 PROPERTY TAX**

8 Children of custodial parents who are registered to vote in Williamson County pursuant to the out-of-
9 county voting provisions of T.C.A. § 2-2-122(d) may attend Williamson County Schools with no
10 payment of tuition. Said children shall be zoned to the school whose zone includes the Williamson
11 County property nearest that parent's residence.

12 APPEALS

13 Any appeal for exception to this policy or determination of the proper application of the policy shall be
14 reviewed by a special committee, including at least one Board member, appointed by the
15 Superintendent. The committee shall consider appeals based on a student's specific curricular and/or
16 documented needs. Principals shall review all specific curricular exceptions annually; when the
17 conditions upon which the exception was granted are not adhered to, the out-of-zone approval shall be
18 revoked. The decision of the special committee regarding appeals is final.

19 RENAISSANCE HIGH SCHOOL APPLICATIONS

20 Renaissance High School applications may be made from time to time during the school year, and
21 admission shall be based on criteria established by the Renaissance High School Principal.

22 REPORT TO THE BOARD

23 A report shall be made to the Board annually of all students attending schools outside their
24 transportation areas.

25 TUITION

26 Tuition will be paid in full by approved out-of-county students on a semester basis prior to enrollment
27 in any semester (e.g. 50% of the annual tuition rate). Tuition will be refunded in full for the semester
28 when the student establishes documented permanent residence within Williamson County at any time
29 during the semester. No refund will be made if residence has not been established by the end of the
30 semester.

31 Any student (K-12) who moves out of Williamson County during the school year may complete that
32 school year in the Williamson County School System. No tuition will be charged for a current semester
33 in progress; however, tuition must be paid for any new semester enrolled (e.g. student moves October
34 3 or November 10, no tuition would be paid for first semester; tuition would be paid for the second
35 semester).

- 1 Any high school student classified as a second semester junior or as a senior who moves out of the
- 2 county may complete the senior year, totally or in part, with the payment of tuition required on a
- 3 semester basis.

Legal References

1. TCA 49-6-403(c)