



Williamson County Board Policy Committee

September 7, 2021 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

1. Agenda

2. Board Policies First and Final Reading

- a. 4.206 Homebound Instruction
- b. 4.412 Virtual Education Program (New)
- c. 4.604 Credit for Prior Courses

3. Policies for Discussion

- a. 5.3051 COVID-19 Sick Leave
- b. Special Called Meeting Discussion
 - 1.400 School Board Meetings and Work Sessions
 - 1.402 Notification of Meetings
 - 1.403 Agendas
 - 1.107 School Board Norms

Williamson County Board of Education

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|---|--|----------------------------------|---|
| Monitoring: Review: Annually, in November | Descriptor Term: Homebound Instruction | Descriptor Code: 4.206 | Issued Date: Click here to enter a date. |
| | | Rescinds: 4.206 | Issued: 01/18/05 |

1 Students who are unable to attend school due to physical, emotional, health impairment, or other
2 conditions shall be offered homebound instruction.

3 Homebound instruction shall be offered if it is determined that the student will miss more than ten (10)
4 consecutive school days, or for an aggregate of at least ten (10) instructional days for a student who
5 has a chronic medical condition.

6 Homebound instruction is defined as a minimum of three (3) hours per week of direct teaching.

7 It is the responsibility of the parent to provide documentation from the physician indicating that the
8 student is unable to attend school. Forms which permit such documentation shall be provided by the
9 Student Support Services Department or by the school nurse.

10 It is the responsibility of the classroom teacher to provide assignments to the homebound teacher
11 during the time the student is enrolled in the homebound program.

12 The homebound teacher shall be the liaison between the student and the classroom teacher.

13 ***COVID-19 QUARANTINE²***

14 ***Students on homebound instruction who are temporarily quarantined due to a positive COVID-19***
15 ***test result or possible exposure to COVID-19 may participate in remote instruction during the period***
16 ***of quarantine only.***

17

Legal References

1. TCA 49-10-1101; TRR/MS 0520-01-02-.10
2. ***TRR/MS 0520-01-13-.01(d)(1)***

Cross References

- Online Learning Program 4.409
Communicable Diseases 6.403
Infection with the Human Immunodeficiency Virus 6.404

Williamson County Board of Education

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| Monitoring: Review: Annually, in November | Descriptor Term: Virtual Education Program | Descriptor Code: 4.214 | Issued Date: |
| | | Rescinds: | Issued: |

1 *General*

2 The Williamson County Schools virtual education program is a course or series of courses offered by a
3 school district to provide students a broader range of educational opportunities through the use of
4 technology. Utilizing this program is temporary and shall not replace a student's regular instructional
5 program.¹

6 Class size ratios for the virtual education program shall comply with the requirements as outlined in
7 state law.²

8 Virtual education programs³ shall be made available to students for the following purposes:

- 9 1. Continuity of educational service for students who are homebound; and⁴
- 10
- 11 2. Continuity of educational service for students who are quarantining.⁵
- 12

13 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

14 Students shall be eligible to utilize a virtual education program if participating in one of the above
15 educational opportunities. The following factors shall also be taken into consideration when
16 determining eligibility:

- 17 1. Attendance;
- 18
- 19 2. Grades; and
- 20
- 21 3. Behavioral record.
- 22

23 **ATTENDANCE**

24 Student attendance in the virtual education program shall adhere to the general requirements of board
25 policy 6.200 and any relevant administrative procedures.

26 Methods of confirming student attendance shall include two or more of the following:

- 1 1. Students participating in a phone call with a teacher, with parent/guardian support as
2 appropriate for the age of the student;
- 3
- 4 2. Students participating in synchronous virtual instruction;
- 5
- 6 3. Students completing work in a learning management system;
- 7
- 8 4. Students submitting work via hard-copy or virtual formats; or
- 9
- 10 5. Student completion of an online assessment.

11 **REMOVAL FROM VIRTUAL EDUCATION PROGRAM**

12 A student may be removed from the virtual education program or denied future enrollment in a virtual
13 education program based on disciplinary issues, attendance issues, or poor academic performance.

14 Before a student is removed based on poor academic performance, the following interventions shall
15 occur:

- 16 1. Notification of parent/guardian;
- 17
- 18 2. One-on-one assessment conducted by the principal/designee regarding any learning needs and
19 academic performance; and
- 20
- 21

Legal References

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy 3.206
3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(d)(1)

Cross References

- Homebound Instruction 4.206
Credit Recovery 4.210

Williamson County Board of Education

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| Monitoring: Review: Annually, in December | Descriptor Term: Credit for Prior Courses | Descriptor Code: 4.604 | Issued Date: 06/17/19 |
| | | Rescinds: 4.6041 | Issued: 06/20/16 |

1 Students enrolled in grades 9 -12 who have completed a course equivalent to a high school level course
2 may earn high school credit toward graduation, ~~except in U.S. History~~. Students may earn credit toward
3 graduation upon passing a comprehensive written examination in accordance with standards determined
4 as follows:

- 5 1. The examination shall provide evidence that the students have mastered all of the terminal
6 objectives in the applicable curriculum framework adopted by the State Board of Education and
7 shall be scored and graded on the same scale as for high school students who enroll in the
8 course for which credit is being given.
9
- 10 2. Students must score 70 or better on the comprehensive written examination in order to receive
11 credit toward high school graduation.
12
- 13 3. The course name and a course grade of pass will be entered on the high school transcript with
14 the notation “Cr. Ex.” for Credit by Exam beside the course.
15
- 16 4. Students eligible to test for credit may include students transferring from a district which does
17 not place high school courses taken at the middle school level on the high school transcript or
18 beginning 9th grade students with no high school transcript. The WCS school must, however,
19 receive an official grade report along with documentation from the previous school that
20 confirms that the student has completed a high school level course at the middle school level
21 before testing for credit can occur.
22
- 23 5. In order for a student to test for credit, the WCS school must receive an official grade report
24 with documentation from the previous school to confirm the student has completed a course for
25 high school credit.

Legal References

1. TRR/MS 0520-01-03-.06(2); TCA 49-6-1202

Williamson County Board of Education

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| Monitoring: Review: Annually, in May | Descriptor Term: COVID-19 Sick Leave | Descriptor Code: 5.3051 | Issued Date: 08/27/21 |
| | | Rescinds: | Issued: |

- 1 For the 2021-2022 school year, all teachers and full-time employees will be granted up to ten (10) days
- 2 of paid leave to be utilized if they are required to remain out of work due to a confirmed diagnosis of
- 3 COVID-19 with a positive PCR test result or a healthcare provider note with diagnosis. The conditions
- 4 stated above are the only conditions that qualify for COVID-19 sick leave.¹

- 5 This policy is effective as of August 2, 2021, and expires on May 31, 2022.

Legal References

TCA 49-2-203

Cross References

Sick Leave 5.302

Williamson County Board of Education

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|---|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in July | Descriptor Term: School Board Meetings and Work Sessions | Descriptor Code: 1.400 | Issued Date: 11/26/18 |
| | | Rescinds: 1.400 | Issued: 10/17/16 |

1 *General*

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

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

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

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

12 **REGULAR MEETINGS**

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

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

18 **SPECIAL MEETINGS**

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

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

24 **WORK SESSIONS**

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

1 ELECTRONIC ATTENDANCE⁵

2 Absent board members may attend a regular or special meeting by electronic means if the member is
3 absent because of work, a family emergency, or the member's military service. If a board member is
4 absent due to military service, he/she may participate electronically as often as he/she is able to do so.
5 However, a board member may not participate electronically more than two (2) times per year for
6 absences due to work and/or family emergencies.

7 *General Requirements*

8 The following requirements apply to all electronic attendance, regardless of the reason for the
9 member's absence:

- 10 1. A quorum of the Board must be physically present at the meeting in order for any member to
11 attend electronically.
- 12 2. Any member wishing to participate electronically must do so using technology that allows the
13 Chair to visually identify the member.
- 14 3. The responsibility for the connection lies with the member wishing to participate electronically.
15 No more than three (3) attempts to connect shall be made unless the Board chooses to make
16 additional attempts.

17 *Work-Related Absence*

18 The following requirements apply to electronic attendance due to a work-related absence:

- 19 1. The Board member must be absent from the county due to work.
- 20 2. The member wishing to participate must give the Chair and Superintendent of Schools at least
21 five (5) days' notice prior to the meeting of the member's desire to participate electronically.

22 *Family Emergency*

23 The following requirement applies to electronic attendance due to a family emergency:

- 24 1. The member must be absent due to the hospitalization of the member or the death or
25 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-
26 law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law, or
27 sister-in-law.

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 36.202
3. OP Tenn. Atty. Gen. 95-126
4. TCA 49-2-202(c)(1)
5. TCA 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

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| Monitoring: Review: Annually, in July | Descriptor Term: <h2 style="text-align: center;">Notification of Meetings</h2> | Descriptor Code: <h3 style="text-align: center;">1.402</h3> | Issued Date: <h3 style="text-align: center;">11/26/18</h3> |
| | | Rescinds: | Issued: |

- 1 The Board shall ensure adequate public notice¹ of all regular meetings by publishing a complete
- 2 schedule for the entire school year. This schedule shall be posted in the central office, each school, and
- 3 on the school system’s website and sent to the president of the local education association.²

- 4 In the event of a special board meeting, notice shall be provided at least five (5) days prior to the
- 5 meeting and shall be posted in the same locations and in the same manner as regular board meetings.
- 6 All notices of special board meetings shall state the time, place, and purpose of the meeting.

- 7 The only exception permitted is in the case of an emergency, defined for this policy as “a sudden,
- 8 generally unexpected occurrence or set of circumstances demanding immediate action.” In such
- 9 exceptions, notice shall be given to all appropriate parties as is practical.

- 10 Notification to the local media will occur at the same time as notice to members of the Board.

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)

Cross References

School Board Meetings 1.400

Williamson County Board of Education

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| Monitoring: Review: Annually, in July | Descriptor Term: <h2 style="text-align: center;">Agendas</h2> | Descriptor Code: 1.403 | Issued Date: 05/17/21 |
| | | Rescinds: 1.403 | Issued: 01/21/20 |

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

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

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

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

20 *Note: Once the agenda has been approved, it may not be changed without action to set aside Board
 21 policy.

22 **Thirty (30) minutes will be placed on the agenda for the Chair to recognize individuals to make
 23 comments. At the discretion of the Chair, this time may be extended. Williamson County residents and
 24 WCS employees shall have first priority. In the event time remains, the Chair may allow nonresidents
 25 to speak. All persons addressing the Board will state his/her name, provide his/her address and provide
 26 the name of the organization or group he/she represents before addressing the Board. The Board
 27 reserves the right to limit the time of any speaker. The Chair shall have the authority to terminate the
 28 remarks of any individual who is disruptive or does not adhere to Board rules.²

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

31 Agendas for special meetings of the School Board shall be established pursuant to requirements
 32 established by Tennessee law. Thirty (30) minutes will be placed on the agenda for the Chair to

- 1 recognize individuals to make public comment. At the discretion of the Chair, this time may be
2 extended. Public Comment is limited to the business related to the call of the meeting and the details
3 related to the agenda item(s) discussed or transacted by the Board at a special meeting. Williamson
4 County residents and WCS employees shall have first priority. In the event time remains, the Chair
5 may allow nonresidents to speak. All persons addressing the Board will state his/her name, provide
6 his/her address and provide the name of the organization or group he/she represents before addressing
7 the Board. The Board reserves the right to limit the time of any speaker. The Chair shall have the
8 authority to terminate the remarks of any individual who is disruptive or does not adhere to Board
9 rules.²
- 10 The agenda shall be available at each meeting for visitors. The agenda shall be available online to the
11 members, the media, and the public.

Legal References

1. TCA 49-2-206
2. TCA 39-17-306

Cross References

- Duties of Officers 1.201
Executive Committee 1.301

Williamson County Board of Education

| | | | |
|---|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in July | Descriptor Term: School Board Norms | Descriptor Code: 1.107 | Issued Date: 11/16/20 |
| | | Rescinds: 1.107 | Issued: 11/26/18 |

1 *General*

2 The School Board shall adopt an appropriate standard of norms that reaffirms the ways in which Board
3 members conduct business and relate to each other.

4 The Board Norms shall be reviewed annually.

5 **SCHOOL BOARD NORMS**

6 The Board has adopted principles of courtesy and respect to guide behavior of its members. These
7 principles are to be considered and observed to the extent practicable by Board members in the conduct
8 of Board business.

9 Board members should read all Board-related materials and should attend work sessions. Board
10 members should use the work session for in-depth discussion.

11 Board members should make a request to the Executive Committee to place an item on a work session
12 agenda per Board Policy 1.403, Board Meeting Agendas, before bringing it to the floor of a Board
13 meeting.

14 Board members should support having a policy reviewed at the next policy committee meeting if that
15 policy was suspended for a Board vote.

16 Board members should be mindful that statutory authority for the administration and operation of the
17 schools, rests with the Superintendent.

18 Board members should refer complaints and concerns to the appropriate staff per Board Policy 5.501,
19 Complaints and Grievances, and inform the Superintendent of all such referrals.

20 Board members should-regularly communicate and seek legal and professional advice in the use of
21 social media.

22 Board members should refer request for staff reports or research to the Superintendent.

23 Board members should show courtesy and respect and limit their use of electronic devices at all
24 meetings.

Cross References

School Board Ethics 1.106