



## **Williamson County Board Policy Committee**

March 7, 2022 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

### **1. Agenda**

#### **2. Board Policies Second Reading**

- a. 3.210 Naming Facilities
- b. 6.306 Interference/Disruption of School Activities - New
- c. 6.500 Student Receiving Special Education Services - New

#### **3. Board Policies First and Final Reading (Editorial Change)**

- a. 1.102 Board Members Legal Status

#### **4. Board Policies for Discussion**

- a. 4.403 Reconsideration of Instructional Materials and Textbooks
- b. 4.401 Textbook Selection and Adoption

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Naming Facilities</b>	Descriptor Code: <b>3.210</b>	Issued Date: <b>02/18/19</b>
		Rescinds: <b>3.210</b>	Issued: <b>09/16/02</b>

2 The process for selecting a name for a new school and for renaming a school shall be as follows:

- 3
- 4 1. The Superintendent shall appoint a naming committee composed of Board members, county
- 5 commissioners, and WCS staff members.
- 6
- 7 2. Schools shall not be named after, commercial developments, or residential developments.
- 8 Schools may be named for the area or community in which the school is located even if the
- 9 area or community is named after a family.
- 10
- 11 3. If a school is named for an individual, then a school will be named according to the following
- 12 naming criteria:
- 13
- 14 a. The individual played a critical role or contributed to society in ways that supported the
- 15 success and well-being of the individuals who lived in Williamson County, Tennessee,
- 16 the State of Tennessee or the United States, now and in the future.
- 17 b. The individual's principal legacy (i.e. the key activity, advocacy or accomplishment for
- 18 which the individual is most known) aligns with or reflects the WCS mission, vision,
- 19 core values and beliefs.
- 20 c. The individual has been deceased for ten (10) or more years.
- 21 d. No building may bear the name of an individual convicted of a felony.
- 22
- 23 4. Community input shall be solicited through a variety of appropriate methods.
- 24
- 25 5. The naming committee shall review and consider all proposed names submitted by the
- 26 community.
- 27
- 28 6. The naming committee shall submit a one-page summary, which includes a list of ~~no more~~
- 29 ~~than two or~~ three names and the justifications of the recommendation for each of the ~~three~~
- 30 names to the Superintendent, who will present the summary to the Board for consideration.
- 31 *The naming committee may rank the names presented to the Board if a clear consensus*
- 32 *exists.* The Superintendent shall provide the Board with the summary prior to the work
- 33 session in which the Board will be discussing the ~~three~~ names presented by the naming
- 34 committee.
- 35
- 36 7. The Board shall make the final selection of the name.

# Williamson County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term: <h2 style="text-align: center;">Interference/Disruption of School Activities</h2>	Descriptor Code: <h3 style="text-align: center;">6.306</h3>	Issued Date:  
		Rescinds:	Issued:

1 *General*

2 A student shall not engage in conduct which causes the disruption or interference with the operation of  
 3 the school while on school property, in school vehicles or buses, or at school-sponsored events,  
 4 whether on or off campus. The student shall not urge other students to engage in such conduct.

5 Employees are authorized to take reasonable measures to establish appropriate school behavior and  
 6 have the authority to control the conduct of any student while under the supervision of the school  
 7 district.<sup>1</sup>

8 A student may receive disciplinary action ranging from verbal reprimand to suspension and/or expulsion  
 9 depending on the severity of the offense and the student’s prior record.<sup>2</sup>

10 **REMOVAL OF STUDENT<sup>3</sup>**

11 If a student repeatedly or substantially interferes with the learning environment, the teacher may  
 12 submit a written request along with the required documentation to the principal/designee to remove the  
 13 student from the teacher’s classroom. The student will be given notice of the rationale for the request  
 14 as well as the opportunity to offer an explanation.

15 The principal/designee will investigate the request and make a decision regarding the student’s  
 16 placement. The principal will notify the teacher as to his/her decision.

17 If a teacher abuses or overuses the student removal process, the principal/designee shall address the  
 18 abuse or overuse with the teacher and may require the teacher to complete additional professional  
 19 development to improve the teacher’s classroom management skills.

20 *Appeal Process*

21 If the teacher’s request for removal is denied, he/she may file an appeal with the Superintendent of  
 22 Schools/designee. He/she will review the teacher’s request for removal as well as the decision of the  
 23 principal/designee and make a determination as to the student’s placement.

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Legal References

1. TCA 49-6-4102
2. TCA 49-6-3401
3. Public Acts of 2021, Chapter No. 77

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Cross References

- Student Expulsion/Suspension 6.316  
 Safe Relocation of Students 6.4081

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <h2 style="text-align: center;">Students Receiving Special Education Services</h2>	Descriptor Code: <b>6.500</b>	Issued Date:
		Rescinds:	Issued:

1 Students receiving special education services between the ages of three (3) and twenty-one (21),  
 2 inclusive, shall receive the benefit of a free appropriate public education. These students shall be  
 3 educated with the general student population to the maximum extent appropriate and should be placed  
 4 in separate or special classes only when the severity of the disability is such that education in regular  
 5 classes, even with the use of supplementary aids and services, cannot be accomplished satisfactorily.<sup>1</sup>

6 Eligibility standards and options of service for special education services shall be based upon the  
 7 criteria specified in state regulations.<sup>2</sup>

8 Students receiving special education services shall not be restrained except as permitted by state law  
 9 and regulations.<sup>3,4</sup> The Superintendent of Schools shall develop administrative procedures to govern  
 10 the following:

- 11 1. Personnel authorized to use isolation and restraint;
- 12
- 13 2. Training requirements for personnel working with students receiving special education  
 14 services; and
- 15
- 16 3. Incident reporting procedures.<sup>4</sup>

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Legal References

1. TCA 49-10-103(c)
2. TRR/MS 0520-01-09-.01
3. TCA 49-10-1301 *et seq.*
4. TRR/MS 0520-01-09-.23

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Cross References

- Special Education 4.202  
 Compulsory Attendance Ages 6.201  
 Safe Relocation of Students 6.4081

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>Board Members Legal Status</b>	Descriptor Code: <b>1.102</b>	Issued Date: <b>11/26/18</b>
		Rescinds: <b>1.102</b>	Issued: <b>09/17/01</b>

1 The legal status of board members shall be as follows:

## 2 **NUMBER OF MEMBERS<sup>1</sup>**

3 The Board is composed of twelve (12) members.

## 4 **QUALIFICATIONS**

5 Members of the Board shall be residents ~~of and~~ elected ~~on a non-partisan basis~~ from districts of  
6 substantially equal population and shall be citizens of recognized integrity, intelligence, and ability to  
7 administer the duties of the office.<sup>1,2</sup> To qualify as a candidate, an individual must show proof of  
8 graduation from high school or receipt of a G.E.D. *or HiSET.*<sup>3</sup> No member of the county legislative  
9 body nor any other county governmental official shall be eligible for election as a member of the  
10 county board of education.<sup>4</sup>

## 11 **TERMS OF OFFICE**

12 Members of the Board shall serve four (4) year terms.<sup>1</sup>

## 13 **VACANCIES**

14 Vacancies shall be declared to exist on account of death, resignation, removal from the district, or  
15 through due process proceedings.<sup>5</sup>

16 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the  
17 County legislative body.<sup>6</sup> Such appointment shall continue until the next regular election.

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### Legal References

1. TCA 49-2-201(a)(1)
2. TCA 49-2-202(a)(1)
3. *TCA 49-2-202(a)(4)*
4. TCA 49-2-202(a)(2)
5. TCA 8-47-101; TCA 49-1-611; TCA 49-2-202(e)(2)
6. TCA 49-2-202(e)(1)

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Reconsideration of Instructional Materials, Textbooks <i>and Library Books</i></b>	Descriptor Code: <b>4.403</b>	Issued Date: <b>04/16/19</b>
		Rescinds: <b>4.403</b>	Issued: <b>06/03/14</b>

1 The Board of Education supports principles of intellectual freedom inherent in the First Amendment of  
2 the Constitution of the United States<sup>1</sup> *and expressed in the Library Bill of Rights of the American*  
3 *Library Association.*

4 The Board of Education, though it is ultimately responsible for all instructional material purchased,  
5 recognizes the student's right of free access to many different types of materials. The Board also  
6 recognizes the right of teachers and administrators to select instructional materials and to make those  
7 materials available in the schools. It is therefore the policy of the Board to require instructional materials  
8 selected for and used in the schools to be in accord with the following:

- 9 1. Instructional materials shall be chosen for values of interest and enlightenment of all students in  
10 the community. Instructional materials shall not be excluded because of the race, nationality,  
11 political or religious views of the writer or of its style and language.  
12
- 13 2. Every effort will be made to provide materials that present many points of view concerning the  
14 problems and issues of our times--international, national, and local. Instructional materials of  
15 sound factual authority shall not be proscribed or removed from library shelves or classrooms  
16 because of partisan or doctrinal approval/disapproval.  
17
- 18 3. Censorship of instructional materials will be discouraged in order to maintain the school's  
19 responsibility to provide information and enlightenment.  
20
- 21 4. Such media (films, videos, electronic media, etc.) should be used only to supplement, not  
22 supplant, other instruction. There must be a stated instructional purpose related to approved  
23 curriculum objectives to support the use of any media.

24 In accordance with number three above, the Board of Education has adopted the following policy when  
25 dealing with complaints about or censorship of instructional materials:

- 26 1. That the final decision concerning controversial instructional materials shall rest with the Board  
27 of Education after careful examination and discussion of the instructional materials with school  
28 faculties or anyone else the Board of Education wishes to involve;  
29
- 30 2. That no parent, group of parents, or non-school group has the right to determine the  
31 instructional materials for students other than their own children;  
32

- 1        3. The Board of Education does, however, recognize the right of an individual parent to request  
2            that his child not have to use a given instructional material, provided a written request is made  
3            to the Principal;
- 4        4. Any parent or other citizen who wishes to request review or reconsideration of the use of any  
5            instructional material in the school must make such a request in writing through the Principal of  
6            the school where the material is used.

7 Complainants who bypass the review/reconsideration procedure and who initially seek action from the  
8 Board of Education or Superintendent of Schools shall be informed of the policy and instructed first to  
9 seek solution to their problem with the involved teacher, librarian, or Principal. When a complaint is  
10 made, the following procedure is to be followed:

- 11        1. Provide the complainant with a copy of this policy and make no commitments.
- 12
- 13        2. Request the complainant to submit a "Request for Reconsideration of Instructional Materials"  
14            form.
- 15
- 16        3. When a complaint is filed, the Principal and teacher will review the validity of the complaint.  
17            The complaint will then be processed through the following steps to determine a final  
18            resolution.
- 19
- 20        4. Inform the Superintendent of Schools and other appropriate personnel.
- 21
- 22        5. Keep challenged materials available for use and review during the reconsideration process.
- 23
- 24        6. Upon receipt of the completed form, the Principal requests review of the challenged material  
25            within fifteen working days by an ad hoc materials review committee composed as follows:  
26            a. Appropriate Director (who serves as chairperson);  
27            b. President of the PTA/PTO or other parent organization of the school involved;  
28            c. Principal of a county school serving the same grade levels as the school in which the  
29            material is being challenged.  
30            d. Board of Education member (to be appointed by the Chairman of the Board);  
31            e. WCEA representative (to be appointed by WCEA president).
- 32
- 33        7. The review committee takes the following steps after receiving the challenged materials:  
34            a. Reads, views, or listens to the material in its entirety.  
35            b. Checks general acceptance of the material by reading recognized evaluative reviews.  
36            c. Holds a hearing including complainant and any affected school employee.  
37            d. Determines the extent to which the material supports the curriculum.  
38            e. Judges the material for its strengths and values and/or objectionable content.  
39            f. Presents decision in writing to Principal, to the complainant, to affected school  
40            employees, and to the Superintendent of Schools (for information).
- 41
- 42        8. If the complainant or any affected school employee wishes further action after receiving the  
43            decision of the committee, an appeal may be made to the Board of Education within fifteen  
44            (15) working days of the date of committee decision. This appeal should be made in writing to  
45            the Superintendent of Schools who shall schedule the matter on the agenda of the next regular

1 meeting of the School Board. If no appeal is filed within the above deadline, the determination  
2 of the review committee shall be final.

3 *The Board of Education decision may be binding for up to two years, and the Board may*  
4 *determine the applicability of the decision throughout the district.*

5 *The Superintendent of Schools, or his/her designee, shall be responsible for the implementation*  
6 *of administrative procedures concerning complaints regarding the instructional materials and*  
7 *textbooks.*

8  
9 *NOTE: This policy includes, but is not limited to, textbooks, library books, reference books,*  
10 *newspapers, magazines, films, audio or video tapes, live or recorded radio or television*  
11 *programs, computer programs. All instruction materials and textbooks are covered within this*  
12 *policy.*

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Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982)

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Cross References

Textbooks 4.401  
School and System Websites 4.407

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Textbook Selection and Adoption</b>	Descriptor Code: <b>4.401</b>	Issued Date: <b>06/17/19</b>
		Rescinds: <b>4.401</b>	Issued: <b>04/16/19</b>

1 *The selection of textbooks shall be completed according to the laws and policies required by the Board*  
2 *will appoint textbook review committees to review the textbooks and instructional materials proposed*  
3 *for adoption by the State of Tennessee and the State Textbook Commission Department of Education.<sup>1</sup>*  
4 *The responsibility for textbook selection rests with the local textbook selection committees, subject to*  
5 *approval by the Board. The Board will appoint a textbook selection review committees to review the*  
6 *textbooks and instructional materials proposed for adoption.* The committees shall be established by  
7 grade level and subject matter fields.

8 The Executive Committee shall prepare a recommended list of committee members for the Board to  
9 consider. Members of the committees shall be teachers, supervisors of teachers, and parents with children  
10 currently enrolled in a school under the jurisdiction of the Board at the time of the appointment. Teachers  
11 and supervisors who are appointed shall be teaching or supervising the respective grade level or subject  
12 at the time of appointment, must be licensed in Tennessee with endorsements in the grade level or subject  
13 matter, and must have at least three years of experience teaching in public schools. All committee  
14 members shall be voting members. The Board may appoint experts in the grade level or subject matter  
15 field for the textbooks and instructional materials to be reviewed.

16 The review shall include an examination as to whether the textbooks or instructional materials:

- 17 • Conform to the standards for their subject areas or grade levels;
- 18
- 19 • Are free of any clear, substantive, factual or grammatical errors;
- 20
- 21 • Contain content that is accurate and free of bias;
- 22
- 23 • Comply with and reflect the values expressed in §49-6-1028(b), if the textbook or instructional  
24 materials are being considered for adoption as a textbook or instructional materials for  
25 education of students in general studies and specifically in United States history and this  
26 nation's republican form of government.

27 Experts may be college professors or credentialed subject matter specialists. Upon recommendation by  
28 the Superintendent, the Board shall determine whether an individual is a credentialed subject matter  
29 specialist. Experts so appointed shall not be voting members of any committee, but may present  
30 information to the committee for consideration.

31 The Superintendent shall be an ex officio member of all committees appointed, and shall not be a voting  
32 member. Members of the Board may also serve as ex officio members.

- 1 All committee members must swear to the oath required by state law. The members of the committees
- 2 appointed shall serve for the length of time the adoption process for which they are appointed lasts.
  
- 3 At least one copy of each text to be considered by the committees shall be available at the central office
- 4 during the review period for examination by Board members, WCS employees, and the general public.
- 5 Online access to the textbooks and materials shall be provided to the fullest extent possible. The public
- 6 will be made aware of the dates the textbooks and materials are available for review.<sup>2</sup>
  
- 7 The textbook adoption committees' selections will be submitted to the Board for approval.

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Legal References

1. TCA 49-6-2207(c), (e)-(f); TCA 49-6-2202(d)
2. 20 USCA § 1232h(a); TCA 49-6-7003

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Cross References

Surplus Property Sales 2.403  
Reconsideration of Instructional Materials 4.403  
Controversial Materials 4.801  
Student Fees and Fines 6.709