



Williamson County Board Policy Committee

April 4, 2022 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

1. Agenda

2. Board Policies First Reading

- a. 4.600 Report Cards and Grading Systems
- b. 4.6051 Credit Requirements for Graduation

3. Board Policy for First and Final Reading (Editorial Change)

- a. 6.309 Zero Tolerance Offenses

4. Board Policies for Discussion

- a. 4.400 Instructional Materials
- b. 4.401 Textbook Selection and Adoption

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="margin: 0;">Report Cards and Grading Systems</h2>	Descriptor Code: 4.600	Issued Date: 04/19/21
		Rescinds: 4.600	Issued: 10/19/20

1 **REPORT CARDS**

2 The Superintendent shall develop an administrative procedure to establish a system of grading and
 3 assessment for evaluating and reporting student progress in conjunction with Tennessee academic
 4 standards for grades K-12.

5 The report cards shall indicate the information necessary to communicate effectively with the parents
 6 concerning their child’s academic progress, conduct and attendance.

7 When a student’s academic performance or behavior noticeably or suddenly changes, the teacher shall
 8 promptly inform the parents, maintain a record of the contact, and make an effort to have a conference
 9 with the parent. Parents will receive interim progress reports or other notification whenever a
 10 significant change in performance occurs or whenever a student is failing.

11 Report cards communicating student academic progress or status (grades) and attendance will be
 12 provided to parents on a regular basis (9 weeks).

13 Teachers may use supplemental reports to communicate additional progress as appropriate.

14 **K-1 STANDARDS-BASED GRADING SCALE**

15 The student consistently demonstrates understanding and application of the standard.

16 The student is making progress toward the standard.

17 The student is not making progress toward the standard

18 **GRADES 2- 12 NUMERICAL GRADING SCALE:**

<u>Grade</u>	<u>Grade Range</u>
19 A	91 – 100
20 B	81 – 90
21 C	72 – 80
22 D	70 – 71
23 F	0 – 69
24 I	Incomplete (must be removed during the next grading period)
25 P/F	Credit by Examination

1 Numerical grades may be used for tests and other daily or weekly work that is readily quantifiable and
 2 shall be used on report cards. Only **LETTER GRADES** (A, B, C, etc.) will be used on high school
 3 transcripts. No plus (+) or minus (-) notations will be used on high school transcripts.

4 **WEIGHTED GRADES:** For Advanced Placement (A.P.) and International Baccalaureate (I.B.)
 5 courses, teachers will add five (5) percentage points to the first semester period grade. For the second
 6 semester, the student must sit for the exam in order to earn five (5) percentage points for the second
 7 semester. For Honors *and Pre-AP* courses, including middle school courses taught at high school
 8 honors level, teachers will add three (3) percentage points to each semester period grade.

9 For courses that include an opportunity for industry certification, teachers will add four (4) percentage
 10 points for the first semester. For the second semester, students must sit for the appropriate exam in
 11 order to earn the four (4) additional percentage points.

12 For local and statewide dual credit courses, students will receive four (4) additional percentage points
 13 for each semester. For the second semester, students must sit for the appropriate exam in order to earn
 14 the four (4) additional percentage points.

15 I.B. Math Studies shall be treated as an Honors, not an A.P. / I.B. course for GPA and weighting
 16 purposes.

17 High School courses taken by middle school students will receive honors credit only if taught at the
 18 honors level.

19 Middle school students taking high school honors courses and courses taken during high school for college
 20 credit, online course, and other courses specifically designated as pass/fail in the high school course
 21 approved list will be recorded on the high school transcript as pass/fail (p/f) with no GPA value.

22 **GPA CALCULATION FOR HIGH SCHOOL COURSES:**

23	<u>Grade</u>	<u>Value</u>	<u>Regular</u>	<u>Honors/Pre-AP</u>	<u>Statewide/Local Dual Credit/AP/IB</u>
24	A	91 – 100	4	4.5	5
25	B	81 – 90	3	3.5	4
26	C	72 – 80	2	2.5	3
27	D	70 – 71	1	1.5	2
28	F	0 – 69	0	0	0

29 This weighted grading scale shall be used for all official purposes including report cards, GPA, honor
 30 roll, etc., except the Lottery /Hope Scholarship described below.

31 **TENNESSEE UNIFORM GRADING SCALE FOR LOTTERY/HOPE SCHOLARSHIP:** State
 32 law requires that students applying for lottery scholarships and other state scholarship funds be
 33 evaluated utilizing the State's uniform grading scale, listed below:

1	A	93 -- 100
2	B	85 -- 92
3	C	75 -- 84
4	D	70 -- 74

5 **COLLEGE ADMISSIONS:** For purposes of communicating with college admissions offices and
6 scholarship granting agencies, grade point averages (GPA) will be calculated.

7 **HONORS RECOGNITION:**

8 The weighted GPA will be calculated on all course work using the Williamson County Grading Scale.
9 GPA will also be calculated using the Tennessee Uniform Grading Scale for Lottery/Hope Scholarship
10 purposes. Both the Williamson County weighted GPA and the Tennessee Uniform GPA will appear on
11 the transcript.

12 Williamson County Schools will not rank students numerically.

13 For the purposes of honors recognition WCS will use the following Latin System:

14 Summa Cum Laude 4.25 and above

15 Magna Cum Laude 4.00-4.24

16 Cum Laude 3.75-3.99

17 Valedictorian and Salutatorian will be chosen using the following criteria:

18 Student must qualify for the highest Latin System honor awarded in the respective school.

19 Student must sit for the AP /IB exam for every course in which enrolled and must achieve a score of 3
20 or above on 75% of the AP / IB exams taken.

21 Student will participate in at least 20 hours of community service during their four years of high
22 school.

23 Students must earn the highest overall ACT composite for their graduating class. The highest ACT is
24 considered the valedictorian(s) and the second highest is considered the salutatorian(s).

Legal References

1. TCA 49-6-407

Cross References

- 4.212 Driver Education
- 4.604 Credit for Prior Courses
- 4.605 Graduation Requirements
- 4.6051 Credit Requirements for Graduation
- 6.709 Student Fees and Fines

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Credit Requirements for Graduation</h2>	Descriptor Code: <h3 style="text-align: center;">4.6051</h3>	Issued Date: <h3 style="text-align: center;">10/21/19</h3>
		Rescinds:	Issued:

1 The following units of credit shall be required for graduation. Students shall complete the required
 2 core curriculum and the additional path requirement. All students shall enroll in six credit classes each
 3 year in high school unless exempted. Exemptions to the six-credit class requirement not covered by an
 4 I.E.P. or §504 plan shall be submitted in writing to the Superintendent for approval.

5 CORE CURRICULUM

	Units of Credit
6 English Language Arts	4
7 Mathematics	4
8 Science	3
9 Social Studies	3
10 Wellness	1
11 Physical Education	.5
12 Personal Finance	.5
13 Sub-Total	16.0

14 The High School Transition Policy (2010) requires students to take a mathematics course each year
 15 while in high school to complete a 4-credit core that must include Algebra I, Geometry, Algebra II,
 16 (or equivalent of these courses), and one advanced math course. These courses must appear on the
 17 student's transcript.

18 Students shall be required to complete 3 units of Science credit including the following: Biology I,
 19 Chemistry or Physics, and a third lab science.

20 Students shall be required to complete 3 units of Social Studies credit including the following: United
 21 States History; World History and Geography, European History AP, or Human Geography AP;
 22 Economics; and U.S. Government.

23 Certain CTE substitutions may be used to fulfill graduation requirements in accordance with TDOE
 24 approved course substitutions.

25 JROTC substitutions: Two credits of JROTC may substitute for one credit of Lifetime Wellness and
 26 .5 credit of Physical Education. Three credits of JROTC may substitute for .5 credit of Personal
 27 Finance, and .5 credit of U.S. Government provided the teacher meets the requirements set out in
 28 federal and state requirements.

29 The .5 Physical Education requirement may be met by substituting a documented and equivalent time
 30 of physical activity in marching band, JROTC, cheerleading, dance team, TSSAA interscholastic
 31 athletics, or athletics for high school students which are under the management of a Tennessee not-

1 for-profit entity, and which are approved by the Superintendent and other areas approved by the
 2 Board. A TDOE approved dance course may substitute for the .5 Physical Education credit if not
 3 utilized as a Fine Art credit.

4 **ADDITIONAL PATH REQUIREMENTS**

	Units of Credit
5	
6 World Language*	2
7 Fine Arts*	1
8 Elective Focus**	3
9 Sub-Total	6
10 TOTAL	22.0

11 *Students not planning to attend a university may request a waiver of the world language ~~and/or fine~~
 12 ~~arts~~ requirements to expand and enhance their elective focus. Approval of such should come from the
 13 Office of the Assistant Superintendent for Middle and High Schools.

14 **The elective focus may be Science and Math, Humanities/Fine Arts, AP/IB, Military Science or
 15 CTE. WCS students completing a CTE elective focus shall be required to earn a minimum of 3.0
 16 credits from a single career cluster as designated by TDOE. Academic Intervention may also be
 17 available as an elective focus for students with an Individualized Education Plan (IEP) or those who
 18 qualify to receive English Language Learner (ELL) services.

19 Individual high schools may set additional credit requirements with only approval from the Board.
 20 These requirements shall be listed on each school's website.

21 **WILLIAMSON COUNTY SCHOOLS RESIDENTS PARTICIPATING IN A FOREIGN** 22 **EXCHANGE PROGRAM**

23
 24 Williamson County students who participate as a foreign exchange student will not receive high
 25 school credits for a foreign exchange experience absent a special exception which may be granted
 26 by the Superintendent upon request by an individual student. Determination shall be made on an
 27 individual basis.

28 **HIGH SCHOOL COURSE CREDIT**

29 Limits on the amount of high school course credit that may be earned for students following a
 30 traditional four-year graduation plan are as follows:

- 31 1. A maximum of ten (10) credits may be earned during a full calendar (12 months) year.
- 32 2. A maximum of eight (8) credits may be earned during a regular academic (180-day school
 33 calendar) year.
- 34 3. A maximum of two (2) credits may be earned during a full summer.
- 35 4. A maximum of six (6) credits, cumulative throughout high school career, may be earned in
 36 summer school to be counted for meeting graduation requirements.
- 37 5. A maximum of six (6) credits during the high school career may be earned through a credit
 38 recovery program. Students who have attempted and failed a semester in certain course(s) may
 39 be approved to earn credit through the credit recovery program. Administrative guidelines will

- 1 establish parameters for earning credit through this program. On the student's transcript, "CR"
2 will be listed by the course name to indicate the course was completed through credit recovery.
3 6. Any exception to this policy must be requested in writing. The request must be approved in
4 writing by the principal and the Superintendent and reported to the Board.

5 Limits on the amount of high school course credit for students on an approved Fast Track option to
6 early graduation are as follows:
7

- 8 1. A maximum of eleven (11) credits may be earned during a full calendar (12 months) year.
9 2. A maximum of nine (9) credits may be earned during a regular academic (180-day school
10 calendar) year.
11 3. A maximum of three (3) credits may be earned during a full summer.
12 4. A maximum of nine (9) credits, cumulative throughout high school career, may be earned in
13 summer school to be counted for meeting graduation requirements.
14 5. Any exception to this policy must be requested in writing. The request must be approved in
15 writing by the principal and the Superintendent and reported to the Board.

16 **FOCUSED PLAN OF STUDY:**

17 Each 8th grade student, parent/guardian and faculty advisor or school counselor will jointly prepare
18 an initial four-year plan of study. By the end of the 10th grade, the student, parent/guardian and school
19 will focus this plan to ensure completion of the program of study and transition to post-secondary study
20 and work. This plan will be reviewed annually by the student and faculty advisor or school counselor
21 and revised as appropriate.

22 **HIGH SCHOOL COURSES TAKEN IN MIDDLE SCHOOL:**

23 WCS high school courses taken before high school will receive high school credit by passing (grade 70
24 or above) both semesters of the course and will be recorded as Pass/Fail with no grade point (GPA)
25 value. The following WCS courses have been approved to be taught before high school and receive
26 high school credit: Algebra I, Geometry, Principles of Manufacturing and Level I World Languages.
27 If taught at the honors level, these courses will count towards the Williamson County Honors Diploma.
28 Additional high school courses will not be taught at the middle school level absent a special exception
29 which may be granted by the Superintendent of Schools or designee upon request. Determinations
30 shall be made on an individual basis.

31 **ASSESSMENTS:** Students, other than exempted seniors, will be required to take either state,
32 district, or teacher-developed final examinations in core high school courses or exams provided by
33 College Board or the International Baccalaureate Program. State End of Course (EOC)
34 examinations or teacher-developed tests will be administered in all other core
35 courses. Grades will incorporate state-provided exam results at the minimum weight allowed by
36 the Tennessee State Board of Education. Locally-provided exam results will be incorporated into
37 student grades at the same weight as state-provided exam results.

38 **COLLEGE COURSES:** Courses taken for college credit will be recorded as Pass/Fail with no grade
39 point (GPA) value. Students enrolled in state-wide dual credit courses will receive traditional grades

1 on both their report cards and transcripts. Results from the dual credit challenge exam will appear
2 as a separate entry on student transcripts.

3 **ONLINE COURSES:** Enrollment in online courses should occur in consultation with the
4 student's high school counselor and should be approved by the school principal or designee *prior*
5 *to enrollment*. The student must pass the class under the standards established by an accredited
6 institution offering the course. The course will be entered on the high school transcript *using the*
7 *same letter grade and GPA assigned by institution awarding the credit.* ~~as pass/fail with no grade~~
8 ~~point (GPA) value unless taken through the WCS Online Learning Program.~~

Legal References

1. TRR/MS 0520-01-03-.06(4)(a)

Cross References

Promoting Student Welfare 6.400

Williamson County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Zero Tolerance: Drugs, Drug Paraphernalia, Alcohol, Weapons, and Assault	Descriptor Code: 6.309	Issued Date: 11/18/19
		Rescinds: 6.309	Issued: 06/19/14

1 **ZERO TOLERANCE OFFENSES¹**

2 State law and/or the Williamson County Board of Education has classified certain offenses as requiring
3 a mandatory one calendar year suspension upon a determination by the Principal that a student has
4 committed one of these offenses commonly referred to as zero tolerance offenses. The following are
5 offenses that automatically result in a suspension of one calendar year, except as otherwise prohibited
6 by federal law for students with disabilities. On a case-by-case basis the Superintendent of Schools
7 may modify the one-year suspension for:

- 8 1. **DRUGS.**² Students shall not unlawfully possess, handle, transmit, use, be under the influence
9 of, share, or sell drugs or any controlled substances in any way in school buildings, on school
10 grounds, or on other grounds used for school purposes, (including parking lots or athletic
11 facilities), on school buses, or at any school sponsored activity. “Drug” means any controlled
12 substance, marijuana, legend drug or any other substance whose possession or use is regulated
13 in any manner by any governmental authority. Exception: Use of tobacco products is not a zero
14 tolerance offense. See policy 1.803 (Tobacco-Free Schools).
15
- 16 2. **DRUG PARAPHERNALIA.**² Students shall not possess, handle, transmit, use, share or sell
17 drug paraphernalia in any way in school buildings, on school grounds, or on other grounds used
18 for school purposes (including parking lots or athletic facilities), on school buses, or at any
19 school sponsored activity. For purposes of this policy, “drug paraphernalia” shall be as defined
20 in T.C.A. §49-6-4202(3).
21
- 22 3. **ALCOHOL.** Students shall not possess, handle, transmit, use, be under the influence of, share
23 or sell alcohol in school buildings, on school grounds, or other grounds used for school
24 purposes (including parking lots or athletic facilities), school buses or at any school sponsored
25 activity.
26
- 27 4. **WEAPONS.** Students shall not possess, handle, transmit, use or attempt to use firearms or any
28 dangerous weapon in school buildings or on school grounds, or on any grounds used for school
29 purposes at any time, or in school vehicles and/or buses or off the school grounds at a school-
30 sponsored activity, function or event.
31
- 32 5. **ASSAULT.** Students shall not physically assault or verbally threaten to assault any school
33 employee or school resource officer while on a school bus, on school property, or on other
34 grounds used for school purposes, or while attending any school activity or event.

1 REASONED JUDGEMENT OFFENSES

2 State law and the WCBOE have identified other zero tolerance offenses that, depending on the
3 individual circumstances, may warrant “reasoned” judgment by the Principal in assigning punishment.
4 These offenses may result in suspensions ranging from twenty (20) days to one calendar year based
5 upon the circumstances and other factors in each case.

- 6 1. ASSAULT. Students shall not physically assault or verbally threaten to assault a student,
7 school volunteer or any school visitor while on a school bus, on school property, or on other
8 grounds used for school purposes, or while attending any school activity or event.
9
- 10 2. POSSESSION OF WEAPONS OTHER THAN FIREARMS.² State law allows the school
11 administrator to use ‘reasoned’ judgment when determining the punishment for the possession,
12 use, handling and/or transmission of items that may be classified as weapons other than
13 firearms. The definition of a weapon is a broad one since any object that could be used to inflict
14 harm or injury to other falls into that category. In determining punishment, the Principal will
15 consider the object determined to be the weapon, the circumstances surrounding the incident,
16 and the intent of the student charged with the weapons offense when making his decision. The
17 Principal may assign punishment, including suspension, based on these considerations of up to
18 one calendar year.
- 19
- 20 3. OTHER INSTRUMENTS AND SUBSTANCES. Students are further forbidden to be in
21 possession of or use any instruments or substances, including but not limited to nonprescription
22 drugs, chemicals, inhalants, pencils, scissors, razors or compasses, with the intent to do harm to
23 self or others or in a manner which renders the item dangerous in school buildings or on school
24 grounds, or on any grounds used for school purposes at any time, or in school vehicles and/or
25 buses or off the school grounds at a school-sponsored activity, function or event.

26 NOTE: Graduating Seniors who commit a “reasoned” judgment offense that occurs with fewer
27 than 30 school days remaining in the school year shall be allowed to perform community service in
28 the school, (five (5) hours equals one day), to be completed before August 1, to fulfill any
29 remaining unserved suspension days.

30 ADMINISTRATIVE PROCESSING

- 31 1. If an investigation indicates that a student may have violated this policy, the Principal of the
32 school shall notify the student’s parent or guardian and the appropriate law enforcement
33 officials as required by law.
34
- 35 2. The Principal shall recommend placement in the Alternative Learning Center.³
36
- 37 3. The Principal shall notify the appropriate local law enforcement agency.
38
- 39 4. All contraband shall be given to the local law enforcement agency.

- 1 5. Hearing: the student and parent have access to an administrative hearing under the provisions
2 of Section IV below. During the suspension period, the student shall not be permitted to attend
3 or participate in extra-curricular activities.

4 **APPEAL**

- 5 1. Within five (5) days of the date of the suspension an appeal must be requested in writing.
6
- 7 2. The Disciplinary Hearing Authority shall consist of three county administrators named by the
8 Superintendent of Schools or designee from among the following: Directors or any Secondary
9 School Principal. The student's Principal will not be a member of the hearing authority. The
10 Disciplinary Hearing Authority must include the Student Support Services Director *and/or*
11 *designee* if the student has been verified as having a disabling condition. The Superintendent of
12 Schools or designee will serve as the non-voting chairman of the hearing authority and will be
13 responsible for scheduling the hearing, conducting the hearing, and preparing the written
14 findings of the Disciplinary Hearing Authority.
15
- 16 3. The hearing shall be held no later than ten (10) days after the beginning of the suspension. The
17 notice of the time and place of this hearing shall be given in writing to the parent and Principal
18 or assistant principal by the Superintendent of Schools or designee.
19
- 20 4. After the hearing, the Disciplinary Hearing Authority may:
21 a. Affirm the decision of the Principal;
22 b. Order removal of the suspension/expulsion unconditionally;
23 c. Order removal of the suspension/expulsion upon such terms and conditions as it deems
24 reasonable within the policies of the Board and State law;
25 d. Recommend the student to the Alternative Learning Center; or
26 e. Suspend/expel the student from any school or assign to ALC for a specified period of
27 time.
28
- 29 5. A written record of the proceedings, including a summary of the facts and the reasons
30 supporting the decision, shall be made by the Disciplinary Hearing Authority.
31
- 32 6. Only after exhausting appeal procedures, the Principal or the student (or his parents) may
33 request review by the Board of Education. The appeal to the Board must be presented to the
34 Superintendent of Schools in writing within five (5) days after the date of the Disciplinary
35 Hearing Authority hearing. Absent a timely appeal, the decision shall be final.
36
- 37 7. After a review of the record, the Board may:
38 a. Affirm the decision of the hearing authority,
39 b. Modify the decision to a lesser penalty, or
40 c. Grant or deny a hearing before the Board of Education. If a hearing is granted, the
41 Board may:
42 i. Affirm the decision of the hearing authority, or

1 ii. Modify the decision in any manner, including imposing a lesser or more severe
2 penalty than that of the hearing authority.

3 The action of the Board of Education shall be final.

4 Note: Notwithstanding anything herein to the contrary, if the student is determined to have knowingly
5 violated the zero tolerance prohibition against firearms, drugs, drug paraphernalia, or assault on a
6 school employee or School Resource Officer and has been given fair due process procedures, only the
7 Superintendent of Schools may modify the one calendar year suspension from school.

8 **NOTICE**

9 The Principal shall post a summary of this policy and related school discipline procedures within the
10 school, include it in the school’s student handbook and refer parents to the Williamson County
11 Schools’ on-line handbook.

Legal References

1. TCA 49-6-3401(g); TCA 39-17-1309; TCA 49-6-4209; 18 U.S.C.921
2. TCA 49-6-4202
3. TCA 49-6-3402

Cross References

- Interrogations & Searches 6.303
Student Suspension/Expulsion 6.316

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Materials	Descriptor Code: 4.400	Issued Date: 06/17/19
		Rescinds: 4.400	Issued: 06/17/13

1 All instructional personnel, as a part of their orientation program, shall at the school level receive
2 information regarding instructional materials available, use procedures, and a briefing on operating the
3 equipment from a competent media specialist.

4 The principal, or a committee appointed by the principal, shall screen all instructional materials that are
5 being considered for purchase. The principal, or the committee, is to be responsible for coordination of
6 the use of instructional aids at the school and to encourage optimal and equitable use. Textbooks and/or
7 instructional materials shall be available for inspection by parents/guardians upon request. The
8 Superintendent shall develop procedures for inspection of materials and distribute these procedures to
9 each principal.¹

10 Instructional media may be selected and used by the individual teacher as part of regular classroom
11 instruction provided that the media clearly relate to the objectives and content of the scope and sequence
12 or to significant current events. Electronic media used for instructional purposes, including but not
13 limited to software, online subscriptions, e-books and digital texts, must be vetted prior to purchase
14 and/or use in the district to assure products are aligned to the WCS scope and sequence and comply with
15 Board of Education policies, the WCS Computer Guidelines, and stipulations of the Children's Online
16 Protection Act 47 USC Section 231 (COPPA), the Family Education Rights and Privacy Act (FERPA),
17 and the Children's Internet Protection Act (CIPA).

18 Instructional materials supplied to students by the Board are district property, and the teacher shall see
19 that they are taken care of and returned by the close of the school year.

20 Parents and guardians shall accept full responsibility for the proper care, preservation, return, or
21 replacement of instructional materials that are issued to their children.

22 The selection of equipment shall be made according to the instructional needs of the schools and state
23 guidelines.

Legal References

1. 20 USCA § 1232h; 34 CFR § 98.3;
TCA 49-6-7003

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Textbook Selection and Adoption	Descriptor Code: 4.401	Issued Date: 03/21/22
		Rescinds: 4.401	Issued: 06/17/19

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

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

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

- 15 • Conform to the standards for their subject areas or grade levels;
- 16
- 17 • Are free of any clear, substantive, factual or grammatical errors;
- 18
- 19 • Contain content that is accurate and free of bias;
- 20
- 21 • Comply with and reflect the values expressed in §49-6-1028(b), if the textbook or instructional
22 materials are being considered for adoption as a textbook or instructional materials for
23 education of students in general studies and specifically in United States history and this
24 nation's republican form of government.

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

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

31 All committee members must swear to the oath required by state law. The members of the committees
32 appointed shall serve for the length of time the adoption process for which they are appointed lasts.

- 1 At least one copy of each text to be considered by the committees shall be available at the central office
- 2 during the review period for examination by Board members, WCS employees, and the general public.
- 3 Online access to the textbooks and materials shall be provided to the fullest extent possible. The public
- 4 will be made aware of the dates the textbooks and materials are available for review.²

- 5 The textbook adoption committees' selections will be submitted to the Board for approval.

Legal References

1. TCA 49-6-2207(c), (e), (f); TCA 49-6-2202(d);
TRR/MS 0520-01-18-.02
2. 20 USCA § 1232h(a); TCA 49-6-7003

Cross References

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