



## **Williamson County Board Policy Committee**

October 3, 2022 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

### **1. Agenda**

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

- a. 4.401 Textbooks and Instructional Materials
- b. 4.403 Library Materials
- c. 4.214 Virtual Education Program
- d. 4.604 Credit for Prior Courses

#### **3. Board Policies for Deletion Second Reading**

- a. 4.400 Instructional Materials
- b. 4.402 Selection of Instructional Materials

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Textbooks and Instructional Materials</b>	Descriptor Code: <b>4.401</b>	Issued Date: Click here to enter a date.
		Rescinds: <b>4.401</b>	Issued: <b>06/17/19</b>

## 1 *General*

2 *All classrooms shall be equipped with the textbooks and instructional materials needed to provide*  
3 *quality learning experiences for students in accordance with state law.*<sup>1</sup> The Board shall provide a wide  
4 range of textbooks and instructional materials that cover all levels of difficulty, generate critical thinking,  
5 and support the educational programs.

## 6 *Part Definitions*

7 *Board adopted textbooks and instructional materials shall be defined as any medium or manual of*  
8 *instruction which contains a systematic presentation of the principles of a subject and which*  
9 *constitutes a major instructional vehicle for that subject.*<sup>2</sup>

10 *Supplementary instructional materials shall be defined as additional resources selected by educators*  
11 *to enhance instruction in alignment with the Tennessee academic standards.*

## 12 *SELECTION OF BOARD APPROVED ADOPTED TEXTBOOKS AND INSTRUCTIONAL* 13 *MATERIALS*

14 The selection of *Board-approved* textbooks *to be considered for adoption by the Board and*  
15 *instructional materials* shall be completed according to the laws and policies required by the State of  
16 Tennessee and the State Textbook *and Instructional Materials Quality* Commission.<sup>3</sup> The responsibility  
17 for *Board approved* textbook *and instructional materials* selection rests with the local textbook  
18 selection committees, subject to approval by the Board. The Board will appoint textbook selection  
19 review committees to review the *Board-approved* textbooks *and instructional materials that are*  
20 proposed for adoption. The committees shall be established by grade level and subject matter fields.

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

29

1 The review shall include an examination as to whether the *Board-approved* textbooks or instructional  
2 materials:

- 3 • Conform to the standards for their subject areas or grade levels;
- 4
- 5 • Are free of any clear, substantive, factual or grammatical errors;
- 6
- 7 • Contain content that is accurate and free of bias;
- 8
- 9 • Comply with and reflect the values expressed in §49-6-1028(b), if the textbook or instructional  
10 materials are being considered for adoption as a textbook or instructional materials for  
11 education of students in general studies and specifically in United States history and this  
12 nation's republican form of government.

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

17 The Superintendent shall be an ex officio member of all committees appointed and shall not be a voting  
18 member. Members of the Board may also serve as ex officio members. The textbook adoption  
19 committees' selections will be submitted to the Board for approval.

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

22 At least one *set of publisher provided review materials* ~~copy of each text~~ to be considered by the  
23 committees shall be available at the central office during the review period for examination by Board  
24 members, WCS employees, and the general public. Online access to the textbooks and materials shall  
25 be provided to the fullest extent possible. The public will be made aware of the dates the textbooks and  
26 materials are available for review *prior to their adoption.*<sup>4</sup>

## 27 *SELECTION OF SUPPLEMENTARY INSTRUCTIONAL MATERIALS*

28 The responsibility for selection of *supplementary* instructional materials is delegated to the  
29 professionally trained personnel employed by the school system. Selection of *supplementary*  
30 instructional materials may involve many people including library media specialists, *curriculum*  
31 *specialists*, teachers, students, principals, administrators, parents, and the community.

32 Gifts of *supplementary instructional* materials, meeting the selection standards, may be accepted.

## 33 *INSPECTION AND REVIEW*

34 *Board approved* textbooks, instructional materials and/or *supplementary instructional materials* shall  
35 be available for inspection by parents/guardians upon request. The Superintendent shall develop  
36 procedures for inspection of materials and distribute these procedures to each principal.<sup>5</sup>

1 ***CARE OF BOARD APPROVED TEXTBOOKS, INSTRUCTIONAL MATERIALS, AND***  
 2 ***SUPPLEMENTARY INSTRUCTIONAL MATERIALS***

3 Instructional materials supplied to students by the Board are district property, and the teacher shall see  
 4 that they are taken care of and returned by the close of the school year. Parents and guardians shall accept  
 5 full responsibility for the proper care, preservation, return, or replacement of instructional materials that  
 6 are issued to their children.

7 *Fines may be assessed at the discretion of the principal in cases where the student or parent/guardian*  
 8 *damages, loses, or defaces the textbook or instructional material. The principal may include with the*  
 9 *notice a provision stating that failure to pay the fine imposed within a reasonable time may result in*  
 10 *the imposition of one of the following sanctions:*

- 11 *1. Refusal to issue any additional textbooks until restitution is made; or*  
 12  
 13 *2. Withholding all report cards, diplomas, certificates of progress, or transcripts until restitution*  
 14 *is made.*

15  
 16 *The principal also reserves the right to waive fines when appropriate.*

17 ***RECONSIDERATION OF BOARD APPROVED TEXTBOOKS, INSTRUCTIONAL MATERIALS***  
 18 ***AND SUPPLEMENTARY INSTRUCTIONAL MATERIALS<sup>6</sup>***

19 ~~*If a complaint is filed*~~ *A complaint about Board approved textbooks, instructional materials and*  
 20 *supplementary instructional materials may only be made by a current WCS parent/guardian,*  
 21 *employee, or student. ~~regarding Board approved textbooks, instructional materials and supplementary~~*  
 22 *instructional materials. If there is a complaint, this process is to be followed:*

- 23 *1. Inform* the complainant of the selection procedures and make no commitments.  
 24  
 25 *2. Request the complainant **complete and** submit a Request for Reconsideration **of Board***  
 26 ***Approved Textbooks, Instructional Materials and/or Supplementary Materials** form.*  
 27  
 28 *3. Inform the Superintendent of Schools and other appropriate personnel.*  
 29  
 30 *4. Keep challenged materials available for use during the reconsideration process. **An individual***  
 31 ***parent may request that his/her child not have to use a given Board approved textbook,***  
 32 ***instructional material or supplementary material provided a written request is made to the***  
 33 ***principal. The materials shall be removed immediately if they:***  
 34  
 35 *a. **Were created to align exclusively with Common Core; or***  
 36  
 37 *b. **Are marketed or otherwise identified as Common Core textbooks or instructional***  
 38 ***materials.***  
 39  
 40 *5. The principal shall request review of the challenged materials by an **ad hoc materials review***  
 41 ***committee** within fifteen (15) working days. **The ad hoc review committee is appointed by the***

1 *Superintendent or designee within seven (7) working days of receiving the request for review*  
 2 *and includes representatives from central office staff, classroom teachers, one or more*  
 3 *parents, and may include one or more students.*  
 4

5 6. The *ad hoc* review committee shall take the following steps after receiving the challenged  
 6 materials:

- 7  
 8 a. Read, view, or listen to the material in its entirety;  
 9 b. Check general acceptance of the material by reading recognized and evaluative reviews;  
 10 c. Determine the extent to which the material supports the curriculum;  
 11 d. Complete the appropriate Checklist for Reconsideration of Board Approved Textbooks,  
 12 Instructional Materials and/or Supplementary Instructional Materials, judging the  
 13 material for its strength and value;  
 14 e. *Invite the complainant to an interview;* and  
 15 f. Present decision to complainant and the Superintendent or designee.  
 16

17 If the complainant or any affected employee of WCS wishes further action after receiving the  
 18 decision of the ad hoc review committee, an appeal may be made to the Board of Education within  
 19 fifteen (15) working days of the date of the ad hoc review committee decision. This appeal should  
 20 be made in writing to the Superintendent of Schools who shall schedule the matter on the agenda of  
 21 the next regular meeting of the School Board. If no appeal is filed within the above deadline, the  
 22 determination of the *ad hoc* review committee shall be final *for up to two (2) years. The decision*  
 23 *of the Board may be binding for up to two (2) years, and the Board may determine the*  
 24 *applicability of its decision throughout the district.*

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Legal References

1. TCA 49-6-2207; TCA 49-2-203(a)(3)
2. TRR/MS 0520-05-01-.01
3. TCA 49-6-2207(c), (e), (f); TCA 49-6-2202(d); TRR/MS 0520-01-18-.02
4. 20 USCA § 1232h(a); TCA 49-6-7003
5. TCA 49-6-7003
6. TCA 49-1-302(a)(8); TCA 49-1-314; TCA 49-6-2206; *TCA 49-6-2206*

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Cross References

- Surplus Property Sales 2.403  
*Library Materials 4.403*  
 Student Fees and Fines 6.709

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <i>Library Materials</i>	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>

3 *The school librarians shall be responsible for the library materials physically located in the school's*  
4 *library. Teachers shall be responsible for library collection development for the materials maintained*  
5 *in a teacher's classroom. Library materials are defined as print and non-print materials curated,*  
6 *processed, and inventoried by school librarians and/or classroom teachers in collaboration with*  
7 *building Principals, but does not include materials made available to students as part of a course*  
8 *curriculum. Library materials shall be reviewed to ensure the content aligns with state law.<sup>1</sup> The*  
9 *library collection shall adhere to the following criteria:*

- 10 1. *Materials shall be suitable for and consistent with the educational mission of the school;*  
11 ~~Every effort will be made to provide materials that present many points of view concerning the~~  
12 ~~problems and issues of our times—international, national, and local. Instructional materials of~~  
13 ~~sound factual authority shall not be proscribed or removed from library shelves or classrooms~~  
14 ~~because of partisan or doctrinal approval/disapproval~~
- 15 2. *Materials shall be appropriate for the age and maturity levels of the students who may access*  
16 *them. The determining factor will be based on an assessment of any mature themes or*  
17 *content (i.e., violence, sexual content, vulgar language, substance abuse);*
- 18 3. *Materials shall contain literary, historical, and/or artistic value and merit; and*
- 19 4. *The collection as a whole shall offer a variety of viewpoints.*

20 3. *Materials shall contain literary, historical, and/or artistic value and merit; and*  
21  
22 4. *The collection as a whole shall offer a variety of viewpoints.*  
23 *School librarians shall be responsible for periodically reviewing the district's library materials*  
24 *physically located in the school's library in line with these established standards. Classroom teachers*  
25 *shall be responsible for periodically reviewing the district's library materials physically located in the*  
26 *school's library in line with these established standards.*

## 27 **COMPLAINTS**

28 *A complaint about library materials may only be made by a current WCS employee, student, or*  
29 *parent/guardian. If there is a complaint, this process is to be followed:*

- 30 1. *Inform* the complainant of the selection procedures and make no commitments.

31

- 1       2. Request the complainant to submit a Request for Reconsideration of *Library* Materials form.
- 2
- 3       3. Inform the *principal* and other appropriate personnel.
- 4       4. Keep challenged materials available for use during the reconsideration process.
- 5
- 6       5. *Upon receipt of the completed form, the principal shall notify the Superintendent or his/her*
- 7       *designee.*
- 8
- 9       6. *The principal shall request review of the challenged materials by an ad hoc materials review*
- 10       *committee within fifteen (15) days. The review committee is appointed by the principal and*
- 11       *includes certified library media personnel, representatives from classroom teachers, one or*
- 12       *more parents, and may include one or more students. The principal will inform the*
- 13       *Superintendent or his/her designee of the review committee's progress.*
- 14
- 15       7. *The review committee shall take the following steps after receiving the challenged materials:*
- 16           a. Read, view, or listen to the contested material in its entirety;
- 17           b. Check general acceptance of the material by reading recognized and evaluative reviews;
- 18           c. Determine the extent to which the material supports the educational mission of the
- 19           school;
- 20           d. *Complete the appropriate Checklist for Reconsideration of Library Materials*, judging
- 21           the material for its strength and value; *and*
- 22           e. *Present recommendation to principal for further action and to the Superintendent*
- 23           *and the Board.*
- 24
- 25
- 26       8. *Board members shall review read-the challenged library material(s), review the*
- 27       *recommendation presented by the review committee, and make the determination whether*
- 28       *the material is appropriate for the age and maturity levels of the students who have access to*
- 29       *the materials and whether the material is suitable for, and consistent with, the educational*
- 30       *mission of the school.*
- 31
- 32       9. *If it is determined that the material is not appropriate for the age and maturity levels of the*
- 33       *students who have access to them or is not suitable for, and consistent with, the educational*
- 34       *mission of the school, the Board shall require the school to remove the material from the*
- 35       *library collection.*
- 36       If the complainant or any affected school employee wishes further action after receiving the
- 37       decision of the committee, an appeal may be made to the Board of Education within fifteen
- 38       (15) working days of the date of the committee decision. This appeal should be made in writing
- 39       to the Superintendent of Schools who shall schedule the matter on the agenda of the next
- 40       regular meeting of the School Board. If no appeal is filed within the above deadline, the
- 41       determination of the review committee shall be fina

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); [TCA 49-6-3803](#)

Textbooks and Instructional Materials 4.401  
School and System Websites 4.407

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Virtual Education Program</b>	Descriptor Code: <b>4.214</b>	Issued Date: <b>01/18/22</b>
		Rescinds: <b>4.214</b>	Issued: <b>09/20/21</b>

## 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.<sup>1</sup>

6 A student may participate in a virtual education program without enrolling in a virtual school;  
7 provided, however, that the student must be enrolled at the school where the student receives the  
8 majority of the student's instruction each school year.<sup>1</sup>

9 Class size ratios for the virtual education program shall comply with the requirements as outlined in  
10 state law.<sup>2</sup>

11 Virtual education programs<sup>3</sup> shall be made available to students for the following purposes:

- 12 1. Continuity of educational service for students who are homebound;<sup>4</sup> ~~and~~
- 13 2. Continuity of educational service for students who are quarantining; *and*<sup>5</sup>
- 14 3. *Up to two (2) days per semester for continuity of educational service when the district utilizes*  
15 *remote instruction due to dangerous or extreme weather conditions, a serious outbreak of*  
16 *illness affecting or endangering students or staff, or during the administration of end of*  
17 *course examinations or other examinations as allowed per state law.*<sup>6</sup>

## 20 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

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

- 24 1. Attendance;
  - 25 2. Grades; and
  - 26 3. Behavioral record.
- 27  
28  
29

## 1 ATTENDANCE

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

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

- 5 1. Students participating in a phone call with a teacher, with parent/guardian support as  
6 appropriate for the age of the student;
- 7
- 8 2. Students participating in synchronous virtual instruction;
- 9
- 10 3. Students completing work in a learning management system;
- 11
- 12 4. Students submitting work via hard-copy or virtual formats; or
- 13
- 14 5. Student completion of an online assessment.

## 15 REMOVAL FROM VIRTUAL EDUCATION PROGRAM

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

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

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

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### 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)
6. ***TCA 49-6-3004***

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### Cross References

- Homebound Instruction 4.206  
Credit Recovery 4.210

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Credit for Prior Courses</b>	Descriptor Code: <b>4.604</b>	Issued Date: <b>09/20/21</b>
		Rescinds: <b>4.604</b>	Issued: <b>06/17/19</b>

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. Students may earn credit toward graduation upon passing  
3 a comprehensive written examination in accordance with standards determined as follows:<sup>1</sup>

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

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## Legal References

1. TCA 49-6-1202; State Board of Education Policy 2.102

# Williamson County Board of Education

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

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.<sup>1</sup>

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.

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## Legal References

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

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Selection of Instructional Materials</b>	Descriptor Code: <b>4.402</b>	Issued Date: <b>06/17/19</b>
		Rescinds: <b>4.402</b>	Issued: <b>08/20/01</b>

1 The Board will seek to provide a wide range of instructional materials on all levels of difficulty, with  
2 diversity of appeal, and the presentation of different points of view and will provide procedures for  
3 review and reconsideration of allegedly inappropriate instructional materials.

## 4 *Objectives of Selection*

5 In order to assure that instructional materials are an integral part of the educational program, the  
6 following selection objectives are adopted:

- 7 1. To provide materials that will enrich and support the curriculum and personal needs of the  
8 students, taking into consideration their varied interests, abilities, and learning styles;  
9
- 10 2. To provide materials that will stimulate growth in factual knowledge, literary appreciation,  
11 aesthetic values, and ethical standards;  
12
- 13 3. To provide a background of information which will enable pupils to make intelligent judgments  
14 in their daily lives;  
15
- 16 4. To provide materials on opposing sides of controversial issues so that students may develop,  
17 under guidance, the practice of critical analysis;  
18
- 19 5. To provide materials which realistically represent our pluralistic society and reflect the  
20 contributions made by these groups and individuals to our American heritage; and  
21
- 22 6. To place principles above personal opinion and reason above prejudice in the selection of  
23 materials of the highest quality in order to assure a comprehensive media collection appropriate  
24 for the users.

## 25 *Responsibility for Materials Selection*

26 The responsibility for selection of instructional materials is delegated to the professionally-trained  
27 personnel employed by the school system.

28 Selection of materials may involve many people including library media specialists, teachers, students,  
29 principals, administrators, parents and the community.

30 Gift materials, meeting the selection standards, may be accepted.

1 *Selection Criteria and Procedures for School Media Centers*

- 2 1. Selection should be consistent with the goals and objectives of the instructional program based  
3 on knowledge of the students and teachers to be served.  
4
- 5 2. Selection should be made to provide balance in materials that present different points of view  
6 concerning current problems and issues.  
7
- 8 3. Selection should be made based on a knowledge of the existing collections of materials in the  
9 media center and in the classrooms.  
10
- 11 4. Selection should be made using reputable, unbiased, professionally-prepared selection aids.  
12
- 13 5. Selection should be a continuing process throughout the school year as new suggestions of staff  
14 members and students are evaluated and materials already purchased are reevaluated to  
15 determine their current or lasting contributions to the educational program of the school.  
16
- 17 6. Gift materials should be judged upon the same basis as the library media center's own  
18 purchases. Gift materials meeting the selection standards may be accepted, although the library  
19 media specialist reserves the right to decide whether or not the material shall be placed in the  
20 library media center.