



Williamson County Board Policy Committee

January 9, 2023 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

1. Agenda

2. Board Policies First Reading

- a. 4.302 Field Trips
- b. 4.600 Report Cards and Grading Systems
- c. 4.603 Promotion and Retention
- d. 5.310 Vacations and Holidays

3. Policies for Discussion

- a. 1.703 School Attendance Areas, Zoning, and Nonresident Students
- b. 4.802 Student Equal Access
- c. 6.702 Student Clubs, Activities and Organizations

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips	Descriptor Code: 4.302	Issued Date: 04/20/20
		Rescinds: 4.302	Issued: 11/27/17

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

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

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

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

10 **Post-Secondary Institution Visits**

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

12 **Independently Planned Trips**

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

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

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

Special Use of School Vehicles 3.402

Extracurricular Activities 4.300

Attendance 6.200

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Report Cards and Grading Systems</h2>	Descriptor Code: 4.600	Issued Date: Click here to enter a date.
		Rescinds: 4.600	Issued: 05/16/22

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:¹**

<u>Grade</u>	<u>Grade Range</u>
19 A	90 - 100
20 B	80 - 89
21 C	70 - 79
22 D	60 - 69
23 F	0 - 59
24 I	Incomplete (must be removed during the next grading period)
25 P/F	Credit by Examination

1 This grading system shall be uniform throughout the school district for each grade.

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

5 **WEIGHTED GRADES**

6 Advanced coursework grades shall be weighted with additional percentage points to calculate the
7 semester average. Depending on the course taken, the following percentage points shall be assigned:

8 For Advanced Placement (A.P.) and International Baccalaureate (I.B.) courses, teachers will add five
9 (5) percentage points to grade each grading period and each semester exam. For the second semester,
10 the student must sit for the exam in order to earn five (5) percentage points for the second semester.

11 For Honors and Pre-AP courses, including middle school courses taught at high school honors level,
12 teachers will add three (3) percentage points to each grading period and each semester exam.

13 For courses that include an opportunity for industry certification and dual enrollment, teachers will add
14 four (4) percentage points for each grading period and each semester exam. For the second semester,
15 students must sit for the appropriate exam in order to earn the four (4) additional percentage points.

16 *The methodology used to calculate the dual enrollment percentage points and the conversion chart*
17 *shall be included annually in the High School Programming Guide.*

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

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

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

25 Middle school students taking high school courses and high school students taking online courses, will have
26 their grades recorded on the high school transcript with the earned letter grade and corresponding
27 grade point average (GPA).

28

29 ~~High School students taking courses in high school for college credit through dual enrollment and~~
30 ~~those taking courses specifically designated as pass/fail on the high school approved course list will~~
31 ~~have their grades recorded on the high school transcript as pass/fail (p/f) with no GPA value.~~

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3 **GPA CALCULATION FOR HIGH SCHOOL COURSES**

4 <u>Grade</u>	<u>Value</u>	<u>Regular</u>	<u>Honors/Pre-AP</u>	<u>Statewide/Local Dual</u> <u>Credit/AP/IB/<i>Dual Enrollment</i></u>
5				
6 A	90 – 100	4	4.5	5
7 B	80 – 89	3	3.5	4
8 C	70 – 79	2	2.5	3
9 D	60 – 69	1	1.5	2
10 F	0 – 59	0	0	0

11 This weighted grading scale shall be used for all official purposes including report cards, GPA, honor
12 roll, etc.

13 **LOTTERY SCHOLARSHIPS²**

14 Each school counselor shall provide incoming freshman with information on college core courses
15 required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT
16 score, etc.) that must be met in order to receive a scholarship.

17 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal
18 Student Aid (FAFSA). The FAFSA is available at the counseling office or online. Students shall be made
19 aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

20 ~~Elementary school counselors shall explain the HOPE Scholarship and its requirements to their students~~
21 ~~and impress upon them the benefits of making good grades.~~

22 **LOTTERY SCHOLARSHIP DAY**

23 Each school year, prior to scheduling courses for the following school year, schools teaching students in
24 grades 8-11 shall conduct a lottery scholarship day for students and their parents.³

25 **COLLEGE ADMISSIONS**

26 For purposes of communicating with college admissions offices and scholarship granting agencies, grade
27 point averages (GPA) will be calculated.

28 **HONORS RECOGNITION**

- 1 The weighted GPA will be calculated on all course work using the Williamson County Grading Scale.
2 GPA will also be calculated using the Tennessee Uniform Grading Scale for Lottery/Hope Scholarship
3 purposes. Both the Williamson County weighted GPA and the Tennessee Uniform GPA will appear on
4 the transcript.
- 5 Williamson County Schools will not rank students numerically.
- 6 For the purposes of honors recognition WCS will use the following Latin System:
- 7 Summa Cum Laude 4.25 and above
8 Magna Cum Laude 4.00-4.24
9 Cum Laude 3.75-3.99
- 10 Valedictorian and Salutatorian will be chosen using the following criteria:
- 11 Student must qualify for the highest Latin System honor awarded in the respective school.
12 Student must sit for the AP /IB exam for every course in which enrolled and must achieve a score of 3
13 or above on 75% of the AP / IB exams taken.
14 Student will participate in at least 20 hours of community service during their four years of high
15 school.
- 16 Students must earn the highest overall ACT composite for their graduating class. The highest ACT is
17 considered the valedictorian(s) and the second highest is considered the salutatorian(s).

Legal References

1. TRR/MS 0520-01-03-.02, State Board of Education
Policy 3.301; Public Acts of 2022, Chapter No. 1080
[TCA 49-6-407](#)

Cross References

- Credit Recovery 4.210
Promotion and Retention 4.603

2. TCA 49-4-904, 907
3. TCA 49-4-932(f)

Williamson County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: Click here to enter a date.
		Rescinds: 4.603	Issued: 06/17/19

1 *General*

2 *All promotion and retention decisions shall be made on a case-by-case basis and comply with state*
3 *and federal law. All decisions shall be made in consultation with a student's IEP and/or 504 team, if*
4 *applicable.*¹

5 **PROMOTION**¹

6 ~~The Superintendent of Schools/designee shall promote students to the next grade level based on the~~
7 ~~successful completion of required academic work and on the satisfactory progress in each of the~~
8 ~~relevant academic areas. However, no student enrolled in the third grade shall be promoted unless the~~
9 ~~student has shown a basic understanding of curriculum and the ability to perform the skills required in~~
10 ~~the subject of reading as demonstrated by the student's grades or standardized test results. This~~
11 ~~requirement shall not apply to students who are participating in a board approved, research-based~~
12 ~~intervention prior to the beginning of the next school year or to students who have an individualized~~
13 ~~education program (IEP).~~²

14 Students who have difficulty in achieving the requirements for promotion may be considered for
15 retention. *Schools shall identify these students by February 1st.* Factors used to identify students for
16 retention shall include:²

- 17 1. The student's ability to perform at the *expectations of the* current grade-level *standards*;
- 18
- 19 2. The results of local *assessments, screening, or monitoring tools* or state assessments, if
20 applicable;
- 21
- 22 3. *State assessments, as applicable*;
- 23
- 24 4. *Home Literacy Reports*; ³
- 25
- 26 5. The overall academic achievement of the student;
- 27
- 28 6. The student's ~~chance for~~ *likelihood of success* with more difficult material if promoted to the
29 next grade;
- 30
- 31 7. Attendance record; and
- 32
- 33 8. The student's maturity.

1 *Students may be identified for retention after the February 1st deadline if the delay in identifying a*
 2 *student is due to:*⁴

3 1. *Date of enrollment; or*

4
 5 2. *Additional information acquired from state or local assessments or screening data.*

6 **PROMOTION PLANS**⁵

7 When a student is considered for retention, the student's parent/guardian shall be notified within
 8 fifteen (15) *calendar* days, and an individualized promotion plan shall be developed to help the student
 9 avoid retention.

10 The individualized promotion plan shall be developed in coordination with the student's teachers, *IEP*
 11 *or 504 team, if applicable*, and may also include input from the student's parent(s)/guardian(s), school
 12 counselor, or other appropriate school personnel.

13 *A copy of the plan will be provided to the student's parent(s)/guardian(s), and the school shall offer*
 14 *the opportunity for a parent-teacher conference to discuss the plan.*

15 Promotion plans shall include evidence-based promotion strategies. *Each promotion plan shall also*
 16 *include expectations and measurements that can be used to verify that a student has made sufficient*
 17 *progress to be promoted to the next grade level.* ~~such as:~~

18 1. ~~Special education services for students who qualify based on applicable state and federal~~
 19 ~~guidelines;~~

20
 21 2. ~~Response to Instruction and Intervention (RTI2) to address deficits in student learning;~~

22
 23 3. ~~Extended learning time beyond the regular school day or school week;~~

24
 25 4. ~~Attendance support and interventions;~~

26
 27 5. ~~Individual or small group tutoring; or~~

28
 29 6. ~~Other personalized programming to augment the individual student's classroom learning and~~
 30 ~~instructional experiences.~~

31 ~~A copy of the plan will be provided to the student's parent(s)/guardian(s), and the school shall offer the~~
 32 ~~opportunity for a parent-teacher conference to discuss the plan. If a student is not making progress on~~
 33 ~~the his/her promotion plan, then the promotion strategies shall be modified *to support the student in*~~
 34 ~~*the goal of promotion to the next grade level.* Parent(s)/guardian(s) shall be provided with any~~
 35 ~~changes to the promotion plan.~~

36 A student who demonstrates sufficient academic progress with the strategies included in his or her
 37 promotion plan shall be promoted to the next grade level *unless retention is required per additional*
 38 *requirements for students in third and fourth grade.*⁶ ~~and shall be enrolled in a summer reading or~~
 39 ~~learning program, if available.~~

1 If a student is not making progress on his or her promotion plan, then the promotion strategies shall be
2 modified to support the student in the goal of promotion to the next grade level.

3 *If a student has not demonstrated sufficient academic progress as defined in his/her promotion plan*
4 *by the end of the school year, the student shall be eligible to enroll in a summer reading or learning*
5 *program, if available. If a student is enrolled in a summer program, then a decision for retention*
6 *shall be made after completion of the summer program. A decision for retention shall be made and*
7 *communicated to the student's parent or guardian at least ten (10) calendar days prior to the start of*
8 *the next school year. However, if the student wasn't enrolled in a summer program, the*
9 *parent(s)/guardian(s) shall be notified of a decision for retention at least thirty (30) calendar days*
10 *prior to the start of the next school year.*⁷

11 *The notification to the student's parent/guardian of the retention decision shall be in writing and*
12 *sent electronically and shall include information regarding the right of the parent/guardian to*
13 *appeal the retention decision.*
14

15 **RETENTION**⁶

16 If a student has not demonstrated sufficient academic progress on his or her promotion plan by the end
17 of the student's principal and teacher, such retention is in the best interest of the student.

- 18 1. If a summer reading or learning program is not available, then a decision for retention shall be
19 made and communicated to the student's parent or guardian at least thirty (30) calendar days
20 prior to the start of the next school year.
21
- 22 2. After consultation with the student's teachers, the final decision on whether to retain a student
23 resides with the principal.
24
- 25 3. Parents and guardians shall be notified of their right to appeal a retention decision to the
26 Superintendent/designee.

27 *A student may be retained when such retention is in the best interest of the student or when*
28 *retention is required per additional requirements for students in third and fourth grade.*
29

30 Retention shall not:

- 31 1. Be used without an academic remediation plan that includes strategies and enhancements
32 that are different from the previous year;
33
- 34 2. Be used as a punitive or disciplinary measure;
35
- 36 3. Be based solely on English language proficiency, for students who are identified as English
37 learners; or
38
- 39 4. Be based solely on a student's social and emotional maturity.
40
41

1 *Decision of Retention—General*⁸

2 If a retention decision has been made, then the school shall develop an individualized academic
3 remediation plan for the retained student ~~prior~~ *within thirty (30) calendar days after the beginning of*
4 *the next school year. A copy of the academic remediation plan shall be provided to the student's*
5 *parent/guardian within ten (10) calendar days of development of such plan.* ~~to the start of the next~~
6 ~~school year.~~ The academic remediation plan shall be developed in coordination with the student's
7 teachers and may also include input from the student's parents, school counselor, or other appropriate
8 school personnel. The academic remediation plan shall be implemented to help the retained student
9 attain and demonstrate learning proficiency and shall include at least one (1) of the following
10 strategies:

- 11 1. Adjustment to the current instructional strategies or *high quality instructional* materials;
12
13 2. Additional instructional time;
14
15 3. Individual tutoring ~~outside of school hours;~~ ~~or~~
16
17 4. Attendance or truancy interventions; *or*
18
19 5. *Modification to the student's classroom assignment to ensure the student receives*
20 *instruction from a teacher with a level of overall effectiveness of above expectations*
21 *(level 4) or significantly above expectations (level 5).*
22

23 *Retention shall not:*

- 24
25 1. *Be used without an academic remediation plan;*
26
27 2. *Be used as a punitive or disciplinary measure;*
28
29 3. *Be based solely on English language proficiency, for student who are identified as*
30 *English learners;*
31
32 4. *Be based solely on the student's disability or suspected disability; or*
33
34 5. *Be based solely on a student's maturity.*

35 ~~A copy of the academic remediation plan shall be provided to the student's parent or guardian within~~
36 ~~ten (10) calendar days of development of such plan.~~

37 A student shall not be retained more than one (1) time in any given grade level.

38 ~~Retention decisions affecting a student receiving special education services shall be made in~~
39 ~~consultation with the student's Individualized Education Program (IEP) team and in accordance with~~
40 ~~the provisions of the IEP.~~

1 The progress of a retained student shall be closely monitored and reported to parents a minimum of
2 three (3) times during the school year in which the student is retained.

3 *Decision of Retention—Third Grade⁹*

4 *Third grade students shall not be promoted to the next grade unless they are determined to be*
5 *proficient (i.e. receive a performance level rating of “met expectations” or “exceeded expectations”)*
6 *on the English language arts (ELA) portion of the student’s most recent TCAP test.*

7
8 *Students who are not proficient in ELA may still be promoted if the following conditions are met:*

9
10 *1. A student in third grade receiving a performance level rating of “approaching expectations”*
11 *on the ELA portion of the student’s most recent TCAP test may be promoted if:*

- 12
13 *a. The student is an English language learner and has received less than two (2) full*
14 *years of ELA instruction;*
15 *b. The student was previously retained in grades K-3;*
16 *c. The student was retested in accordance with TDOE guidelines before the next school*
17 *year and scores proficient in ELA;*
18 *d. The student attends a learning loss bridge camp before the next school year,*
19 *maintains a ninety percent (90%) attendance rate, and demonstrates adequate growth*
20 *on the post-test at the end of the camp; or*
21 *e. The student receives high-dosage, low-ratio tutoring for the entirety of the next*
22 *school year in accordance with state law.*

23
24 *2. A student in third grade receiving a performance level of “below expectations” on the ELA*
25 *portion the student’s most recent TCAP test may be promoted if:*

- 26
27 *a. The student is an English language learner and has received less than two (2) full*
28 *years of ELA instruction;*
29 *b. The student was previously retained in grades K-3;*
30 *c. The student was retested in accordance with TDOE guidelines before the next school*
31 *year and scores proficient in ELA; or*
32 *d. The student attends a learning loss bridge camp before the next school year,*
33 *maintains a ninety percent (90%) attendance rate, and receives high-dosage, low-*
34 *ratio tutoring for the entirety of the next school year in accordance with state law.*

35
36
37 *A student who is promoted to fourth grade pursuant to the two pathways listed above must show*
38 *adequate growth on the fourth grade ELA portion of TCAP before the student may be promoted to*
39 *the fifth grade. A student shall not be retained in fourth grade more than once.*

40 41 42 *Decision of Retention—Students with Disabilities¹⁰*

43
44 *Retention and promotion decisions shall be made on a case-by-case basis and in consultation with*
45 *the student’s IEP and/or 504 team to determine whether the student’s performance on the ELA*

1 *portion of TCAP was due to the student's disability. The school district shall not retain a student*
2 *with a disability or suspected disability that impacts their ability to read.*

3
4 ~~Retention shall not:~~

5 ~~5. Be used without an academic remediation plan that includes strategies and enhancements~~
6 ~~that are different from the previous year;~~

7
8 ~~6. Be used as a punitive or disciplinary measure;~~

9
10 ~~7. Be based solely on English language proficiency, for students who are identified as English~~
11 ~~learners; or~~

12
13 ~~8. Be based solely on a student's social and emotional maturity.~~
14

15 *APPEALS*^{7,11}

16 17 *For Local Retention Decisions Not Required Through the Tennessee Learning Loss Remediation* 18 *and Student Acceleration Act*

19
20 *When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the*
21 *decision to retain the student and provided with information on the right to appeal the decision.*
22 *Appeals shall be made to a committee appointed by the principal within ten (10) days. The student*
23 *and his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing*
24 *and shall be given an opportunity to address the committee. The committee shall conduct a hearing*
25 *within ten (10) days to determine if the student will be promoted and issue such decision within ten*
26 *(10) days. Upon notification of the committee decision, the principal shall send written notification*
27 *to the Superintendent or his/her designee and the parent(s)/guardian(s). The notification shall*
28 *advise parent(s)/guardian(s) of their right to appeal such action within five (5) days to the*
29 *Superintendent or his/her designee.*

30
31 *The appeal shall be heard no later than ten (10) business days after the request for appeal is*
32 *received. A decision shall be issued within five (5) days.*

33
34 *Within five (5) business days of the Superintendent or his/her designee rendering a decision, the*
35 *student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the*
36 *records. Follow the review, the Board may affirm or overturn the decision of the Superintendent or*
37 *his/her designee. The action of the Board shall be final.*

38 39 *For Students Required to Be Retained Due to the Tennessee Learning Loss Remediation and* 40 *Student Acceleration Act*

41
42 *For students where retention is required per the additional requirements for students in third and*
43 *fourth grade, parent(s)/guardian(s) may appeal this decision directly to the Department of*
44 *Education in accordance with state law.*

Legal References

1. *20 USCA § 1400 et seq.; 29 U.S.C. § 794; TRR/MS 0520-01-03-.16; TCA 49-6-3115*
-State Board of Education Policy 3.300; TRR/MS 0520-01-03-.05(3)(b)
2. *TRR/MS 0520-01-03-.16(5)* TCA 49-6-3115; 20 USCA § 1400 et seq.
3. *TCA 49-1-905*
4. *TRR/MS 0520-01-03-.16(4)*
5. *TRR/MS 0520-01-03-.16(6)*
6. *TRR/MS 0520-01-03-.16(6)(f)*
7. *TRR/MS 0520-01-03-.16(6)(e)*
8. *TRR/MS 0520-01-03-.16(6)(g)*
9. *TRR/MS 0520-01-03-.16(7)*
10. *29 U.S.C. § 794 (Section 504); 20 USCA § 1400 et seq.; TRR/MS 0520-01-03-.16(7)(e)*
11. *TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)*

Cross References

Credit Recovery 4.210
Grading System 4.600
Attendance 6.200

Williamson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Vacations and Holidays	Descriptor Code: 5.310	Issued Date: 03/25/19
		Rescinds: 5.310	Issued: 02/17/14

1 VACATIONS

2 Regular, twelve (12) month employees earn and accrue vacation as follows:

3 Full-Time Classified and management team as defined by the Professional Educators Collaborative
4 Conferencing Act (“PECCA”)*:

- 5 1. 1 day per month worked for the first 5 years of service
- 6 2. 1.25 days per month worked during the 6th year through the 10th year of service
- 7 3. 1.5 days per month worked during the 11th through the 15th year of service
- 8 4. 1.75 days per month worked during the 16th through the 20th year of service
- 9 5. 2 days per month worked with more than 20 years of service

10 Other Full-time Professional: (In accordance with the WCEA MOU)

11 A maximum of twenty-four (24) days may be carried forward from one fiscal year to the next. Annual
12 leave accrued in excess of the applicable maximum shall be transferred to sick leave on June 30 each
13 year. All leave requests must be approved by the employee’s immediate supervisor.

14 Upon termination of employment, any accrued vacation in excess of the appropriate carry forward
15 amount shall be credited to the sick leave balance of the terminating employee. Payment for accrued
16 vacation shall be paid at employee’s current rate of pay.

17 The increased accrual rates are based on the length of service and become effective on the anniversary
18 of the employee’s date of hire, provided they have been in continuous service.

19 Retirees and those that resign with accrued vacation may request lump sum payments of vacation.
20 However, the amount of payment cannot be reported or used as part of the average final compensation.
21 Should a retiree elect not to receive the lump sum payment for vacation, the retiree will be extended on
22 the payroll until all vacation has been used. Future benefits will not accrue after the last working day
23 (physically at work), such as vacation, sick, holiday pay, and insurance benefits. In such a case, the
24 school system will make retirement contributions on behalf of the employee and creditable service for
25 retirement will be granted.

26 Temporary and part-time employees are not entitled to vacation.

27 Vacation for employees is calculated on a daily basis and maintained on a fiscal year basis. Vacation
28 may be taken in hourly increments for non-exempt employees.

1 An employee must be in a paid status a minimum of twenty (20) days per month in order to accrue one
2 (1) vacation day.

3 Principals / immediate supervisors must consider school / district business needs prior to approving an
4 employee's vacation request. Normally, vacation requests should be made at least two (2) weeks in
5 advance.

6 All vacation time shall be paid at the employee's current rate of pay. Vacation may not be taken until
7 earned without approval from the Superintendent.

8 **SYSTEM CLOSED DAYS**

9 Paid system closed days for full-time twelve (12) month personnel covered in this section shall be Fall
10 Break (as designated by the calendar approved by the School Board), Thanksgiving Break (as designated
11 by the calendar approved by the School Board), Winter Break (the last teacher day to the first system-
12 wide day), and Spring Break (as designated by the calendar approved by the School Board). Twelve
13 (12) month personnel covered in this section are not required to report to work unless directed to do so
14 by their supervisor. Employees reporting to work on system closed days shall be permitted to take
15 another regular work day off, or paid appropriate overtime if prior approval is given by Superintendent
16 or designee.

17 **HOLIDAYS**

18
19 Paid holidays for full-time ~~school year secretaries, teacher assistants, and food service~~ *ten (10) month*
20 *and eleven (11) month* employees shall be Labor Day, Thanksgiving Day, Christmas Day, New Year's
21 Day, and Martin Luther King, Jr., *plus five (5) additional days during winter break.*
22

23 Paid holidays for full-time twelve (12) month personnel shall be Labor Day, Thanksgiving Day,
24 Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Memorial Day, and Independence Day.

25 When a recognized holiday falls on Saturday, it shall be observed on the preceding Friday. When a
26 recognized holiday falls on Sunday, it shall be observed on the following Monday.

27 To qualify for each above paid holiday, each employee must be in a paid work status or paid leave status
28 on the day immediately preceding and the day immediately following that holiday. If an employee is
29 resigning and/or retiring, that employee must be in an active work status (physically at work) on the day
30 following the holiday to receive pay for the holiday.

31 * "Management team" includes professional employees whose principal responsibilities are
32 administration rather than teaching, including but not limited to supervisors and principals.

Cross References

Short Term Leaves of Absence 5.300

Williamson County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School Attendance Areas, Zoning and Nonresident Students	Descriptor Code: 1.703	Issued Date: 02/21/22
		Rescinds: 1.703	Issued: 08/19/19

1 *General*

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

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

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

14 **ESTABLISHING TRANSPORTATION ZONES**

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

17 **OUT OF ZONE PROCESS**

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

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

1 OPEN ZONED SCHOOLS

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

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

10 MOVING TO ZONE

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

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

19 EXCEPTIONS WCS AND WILLIAMSON COUNTY EMPLOYEES (RESIDENT)

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

26 WCS AND WILLIAMSON COUNTY EMPLOYEES (NON-RESIDENT)

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

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

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

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

6 **GRANDFATHER PROVISION:**

7 1. REZONING FOR EXISTING and OPENING NEW SCHOOLS

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

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

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

15 2. RELOCATION WITHIN WILLIAMSON COUNTY SCHOOLS

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

22 **SIBLINGS**

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

28 **TRANSFERS**

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

1 RETURN TO ZONED SCHOOL

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

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

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

12 APPEALS

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

19 RENAISSANCE HIGH SCHOOL APPLICATIONS

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

22 REPORT TO THE BOARD

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

25 TUITION

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

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

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

Legal References

1. TCA 49-6-403(c)

Williamson County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Student Equal Access	Descriptor Code: 4.802	Issued Date: 11/27/17
		Rescinds: 4.802	Issued: 02/19/01

1 Before the beginning or after the end of an instructional day, students in grades 6 through 12 may initiate
2 noncurriculum-related meetings regardless of the religious or political nature of the meetings or clubs.¹

3 No funds shall be expended by the school for any such meeting beyond the incidental cost associated
4 with providing meeting space.

5 No student may be compelled to attend or participate in a meeting under this policy.

6 A student or a group of students who wish to conduct a meeting under this policy must file an application
7 with the principal annually or at least three days prior to the proposed date.

8 The principal shall approve the meeting if, from the application, he determines that:

- 9 1. The meeting is voluntary, student-initiated, and student-led.
- 10
- 11 2. Parent consent has been obtained for each participating student.
- 12
- 13 3. There is no endorsement of the meeting or its content by the school, the government, or its
14 agents or employees.
- 15
- 16 4. An employee of the district is to be present in a non-participatory monitoring capacity;
17 however, no employee shall be required to attend in this capacity if the content of the meeting
18 is contrary to the beliefs of the employee.
- 19
- 20 5. Nonschool persons may occasionally attend club meetings if invited by the students. Nonschool
21 persons will not direct, conduct, control or regularly attend activities of student groups.
- 22
- 23 6. Permission will not be given to any meeting that conflicts with previously scheduled meetings;
24 any meeting that materially and substantially interferes with the orderly conduct of educational
25 activities within the school (§4071(d)(5)); any meeting at which unlawful conduct is likely to
26 occur (§4071(d)(5)); any meeting that threatens order and discipline on school premises
27 (§4071(f)); any meeting that threatens the well-being of students and faculty (§4071(f)); or, any
28 meeting at which attendance of the students is not completely voluntary (§4071(f)).

Legal References

1. 20 USCA § 4071; *Bd. Of Educ. v. Mergens ex rel. Mergens*, 496 U.S. 226 (1990); TCA 49-6-2904

Cross References

Recognition of Religious Beliefs 4.803
Moment of Silence 4.805
Student Clubs, Activities and Organizations 6.702

Williamson County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Clubs, Activities, and Organizations	Descriptor Code: 6.702	Issued Date: 11/18/19
		Rescinds: 6.702	Issued: 06/19/17

1 SCHOOL SPONSORED CLUBS/ACTIVITIES¹

2 The principals shall encourage students to broaden their knowledge and citizenship by establishing
3 school-sponsored clubs or other groups organized to promote or pursue specialized activities outside
4 the classroom. Membership must be open to all interested and/or eligible students, and a WCS
5 employee, approved by the principal, must attend all meetings/activities as an official sponsor and
6 advisor. In addition to the items listed below, all other district policies and procedures relating to
7 school operations remain in effect for activities relating to School Sponsored Clubs.

- 8 1. Schools may provide a pay supplement to the School-Sponsored Club advisor.
- 9
- 10 2. All fundraising requests must adhere to WCS Board policies governing fundraisers.
- 11
- 12 3. Schools may charge WCS BOE authorized fees.
- 13
- 14 4. Schools may authorize student field trips for participation in related activities.
- 15
- 16 5. Schools may authorize administrative leave for field trips relating to the School Sponsored
17 Club.
- 18
- 19 6. Schools may provide meeting space in accordance with board policy.
- 20
- 21 7. School Sponsored Clubs may be included in school and district communications.

22 SCHOOL SPONSORED CLUBS/ACTIVITIES AFFILIATED WITH NON-PROFIT 23 ORGANIZATIONS¹

24 Principals may allow school sponsored clubs to affiliate with non-profits which have been approved by
25 the district office. All non-profit organizations desiring to affiliate with WCS must complete an
26 application provided by the district office and be approved by the superintendent or designee. A WCS
27 employee, approved by the principal, must attend all meetings/activities as an official sponsor and
28 advisor. In addition to the items listed below, all other district policies and procedures relating to
29 school operations remain in effect for activities relating to school sponsored clubs.

- 30 1. Schools may provide a pay supplement to the School-Sponsored Club advisor.
- 31
- 32 2. All fundraising requests must adhere to WCS Board policies governing fundraisers.
- 33

- 1 3. Schools may charge WCS BOE authorized fees if approved by the Board.
- 2
- 3 4. Schools may authorize student field trips for participation in related activities.
- 4
- 5 5. Schools may authorize administrative leave for field trips relating to the School Sponsored
- 6 Club.
- 7
- 8 6. Schools may provide meeting space in accordance with board policy.
- 9
- 10 7. School Clubs Affiliated with Non-Profits may be included in school and district
- 11 communications.

12 **CONTRACTED SERVICES WITH EXTERNAL ORGANIZATIONS¹**

- 13 1. Williamson County School officials may contract with non-profit organizations as permitted in
- 14 WCS Board Policy 3.206.
- 15
- 16 2. Williamson County School officials may contract with for-profit organizations as permitted in
- 17 WCS Board Policy 3.206.

18 For-Profit Organizations are not permitted to use district resources or facilities except as permitted
19 above.

20 **NON-SCHOOL SPONSORED, STUDENT-LED CLUBS/ACTIVITIES¹**

21 A student who wishes to organize a non-school sponsored, student-led club must obtain prior written
22 consent from the school principal and recruit a WCS employee (voluntary without additional
23 compensation) to serve as a monitor of the group's activity which occurs on a WCS campus. WCS'
24 supervision of these activities is limited to this monitor's presence during activities occurring on a
25 WCS campus. The student organizer is responsible for annually obtaining the written consent of the
26 parent(s)/guardian(s) of all students who wish to participate in the student-led organization.

- 27 1. Schools cannot provide a pay supplement to the school employee who is acting as a monitor of
- 28 the club.
- 29
- 30 2. The school employee monitor shall not lead, coordinate or be a participant in any activity of
- 31 this student-led club.
- 32
- 33 3. All fundraising requests must adhere to WCS Board policies governing fundraisers.
- 34
- 35 4. Schools may not charge any fees for these activities.
- 36
- 37 5. Schools may authorize student field trips for participation in related activities.
- 38
- 39 6. Schools may provide meeting space in accordance with board policy.
- 40

1 7. School Clubs Affiliated with Non-Profits may be included in school and district
2 communications.

3
4 8. Students participating in these activities are subject to all school attendance rules and
5 procedures applicable to any other students

6 Clubs which do not qualify as school sponsored clubs are considered to be non-school clubs and
7 normally beyond the jurisdiction of school authorities. Any club or organization not directly under
8 control of school authorities shall be deemed to be a non-school club. The formation of such clubs
9 shall be initiated by students. Non-school clubs may not conduct their activities on campus during the
10 instructional day.

11 **PATRIOTIC SOCIETIES¹**

12 Principals shall allow representatives of a patriotic society the opportunity to speak with students
13 during school hours. The principal shall approve one (1) day at the beginning of each academic school
14 year for the patriotic society to speak to the students at the school. The principal shall allow the society
15 to speak to the students for no more than ten (10) minutes.

Legal References

1. 20 USC § 4071
2. TCA 49-6-305

Cross References

Fundraising Activities 2.601
Student Activity Fund Management 2.900
Community Use of School Facilities 3.206