



## **Williamson County Board Policy Committee**

February 6, 2023 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

### **1. Agenda**

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

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

#### **3. Board Policies First Reading**

- a. 1.703 School Attendance Areas, Zoning and Nonresident Students
- b. 4.406 Use of Internet (New)

#### **4. Board Policy First and Final Reading (Editorial Change)**

- a. 2.805 Purchasing

# Williamson County Board of Education

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

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

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:<sup>1</sup>**

<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 SCHOLARSHIPS<sup>2</sup>**

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.<sup>3</sup>

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).

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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](#)

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

## 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.

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Cross References

Short Term Leaves of Absence 5.300



# Williamson County Board of Education

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

## 1 *General*

### 2 **All out-of-zone requests must be submitted for approval by April 15<sup>th</sup>.**

3 Except as provided in this policy, no out-of-district student will be eligible to attend Williamson  
4 County Schools.<sup>1</sup> 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 15<sup>th</sup>.

## 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. *Before February 1 of each school year, the district's instruction staff and principals will identify which schools that, based on the school's capacities per grade, class and program levels, have space available to serve additional students. In determining available space at the class level, the school district will use averages specified in TCA 49-1-104, building capacity, and other appropriate considerations.*
3. *The number of spaces available for enrollment in each school by grade, class, and program levels will be posted on the district's website at least fourteen (14) days before the beginning of the open enrollment period. A reasonable amount of enrollment spaces will be reserved to accommodate the potential enrollment of students who may relocate within the respective school zone, students who may have a sibling enrolled at the respective school, and students who may have a parent who teaches at the respective school. Rising 9<sup>th</sup> graders attending any Williamson County middle school that has less than 15% of its students zoned to a different high school than other students may choose to attend the out of zone high school in the feeder pattern prior to any open zone requests for that high school being granted and provided the high school has capacity and is eligible for open zoning.*
4. *If an open zoned request is granted, transportation must be provided by the custodial parent or legal guardian to the school outside the attendance transportation zone. Bus transportation will not be provided to or from the out-of-zone school.*
5. *Violators of this policy (i.e. students using incorrect addresses, aliases, etc.) will be reassigned to their school of zone immediately.*
6. ~~Upon recommendation of the Superintendent, each year the Board will approve which schools will be~~
7. ~~available for open zoning. That decision will be based on current and future available space for~~
8. ~~students, principal recommendation, and any other appropriate consideration needed at that time.~~
9. ~~All other schools are closed for enrollment to any student not residing in that specific school~~
10. ~~transportation zone or not approved under the guidelines specified in this policy.~~
11. A student approved through this process may continue in the next level of the feeder pattern unless attendance would result in overcrowding of the school and/or oversized classrooms or unless denied by the Principal for failure to follow school procedures.

**12. MOVING TO ZONE**

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

20. by the school board each year and shall be based on the previous year's financial expenditures.

21. **EXCEPTIONS WCS AND WILLIAMSON COUNTY EMPLOYEES (RESIDENT)**

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

28. **WCS AND WILLIAMSON COUNTY EMPLOYEES (NON-RESIDENT)**

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

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

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

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

42. **GRANDFATHER PROVISION:**

43. **1. REZONING FOR EXISTING and OPENING NEW SCHOOLS**

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

- Elementary School: rising 5th grade students
- Middle School: rising *7th and* 8th grade students
- High School: rising *10<sup>th</sup>*, 11th and 12th grade students

46. Requests should be submitted by April 15<sup>th</sup> of the preceding year. Parents are responsible for transportation to the  
 47. out-of-zone school.

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

1 **2. OPENING NEW SCHOOLS**

2 *Students re-zoned due to the opening of a new school may request and be grandfathered to continue*  
 3 *in former zoned school as follows:*

4 *Elementary School: rising 5th grade students*

5  
 6 *Middle School: rising 8th grade students*

7  
 8 *High School: rising 11th and 12th grade students*

9  
 10 *Requests should be submitted by April 15th of the preceding year. Parents are responsible for*  
 11 *transportation to the out-of-zone school.*

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

18 **3. RELOCATION WITHIN WILLIAMSON COUNTY SCHOOLS**

19 Rising 5th grade, *7th*, 8th grade, *10th*, 11th grade and 12th grade students currently attending a school  
 20 and who move out of their transportation zone and maintain residence within Williamson County may  
 21 request out-of-zone approval through the out-of-zone principal to continue attendance in that school as  
 22 long as they have lived in that zone for at least twelve consecutive months, and they provide their  
 23 transportation. Only the out of zone principal's approval signature is required. Requests should be  
 submitted by April 15<sup>th</sup>. 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.

18 **SIBLINGS**

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

24 **TRANSFERS**

25 No transfers from one county school to another will be permitted during the school year unless  
 26 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.

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Legal References

1. TCA 49-6-403(c)

# Williamson County Schools

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Use of the Internet</b>	Descriptor Code: <b>4.406</b>	Issued Date: Click here to enter a date.
		Rescinds: <b>4.406</b>	Issued: <b>08/14/18</b>

1 The Board supports the right of students *and staff* to have reasonable access to various information  
2 formats and believes it incumbent upon students *and staff* to use this privilege in an appropriate and  
3 responsible manner.

4 ~~The Superintendent shall develop and implement appropriate procedures to provide guidance for student  
5 access to electronic media. Guidelines shall address ethical use of electronic media (such as internet) and  
6 issues of privacy versus administrative review of the electronic files and communications and shall  
7 prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded  
8 messages or the use of other programs with the potential of damaging or destroying programs or data.~~

9 ~~Parental permission shall be required prior to the student being granted independent access to electronic  
10 telecommunications, including the internet, involving district technological resources. The required  
11 permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access  
12 privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of  
13 minor students (those under 18 years of age) and also by the student as part of the electronic registration  
14 process. This digital record of agreement shall be kept on file as a legal, binding document. In order to  
15 modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years  
16 old) must provide the Superintendent with a written request.~~

17 ~~The Board will comply with the rules established by the Children's Internet Protection Act (CIPA) and  
18 the Federal Communications Commission (FCC) by completing the following tasks or showing ongoing  
19 efforts to be in compliance with the following:~~

- 20 ~~1. Create and distribute an internet safety policy;~~
- 21 ~~2. Disseminate and discuss the school system's internet safety policy at a public meeting; and~~
- 22 ~~3. Implement technology blocking measures to prevent students from accessing inappropriate~~  
23 ~~material from all school computers.~~

24 ~~School officials shall apply the same criterion of educational suitability used to review other educational  
25 resources when questions arise concerning access to specific databases or other electronic media.~~

26 ~~The Board shall review and approve an Acceptable Use Guidelines for internet usage each year.~~

27

28

29

## 1 EMPLOYEES

2 *Before any employee is allowed use of the district's Internet or intranet access, the employee shall*  
3 *sign a written agreement, developed by the Superintendent/designee that sets out the terms and*  
4 *conditions of such use. Any employee who accesses the district's computer system for any purpose*  
5 *agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.*

6 *The Superintendent or his/her designee shall develop and implement procedures for appropriate*  
7 *Internet use which shall address the following:*

- 8 *1. Development of the Network and Internet Use Agreement.*
- 9 *2. General rules and ethics of Internet access.*
- 10 *3. Guidelines regarding appropriate instruction and oversight of student Internet use.*
- 11 *4. Prohibited and illegal activities, including but not limited to the following:<sup>1</sup>*
  - 12 *• Sending or displaying offensive messages or pictures;*
  - 13 *• Using obscene language;*
  - 14 *• Harassing, insulting, defaming, or attacking others;*
  - 15 *• Damaging computers, computer systems or computer networks;*
  - 16 *• Hacking or attempting unauthorized access to any computer;*
  - 17 *• Violation of copyright laws;*
  - 18 *• Trespassing in another's folders, work, or files;*
  - 19 *• Intentional misuse of resources;*
  - 20 *• Using another's password or other identifier (impersonation);*
  - 21 *• Use of the network for commercial purposes; and*
  - 22 *• Buying or selling on the Internet.*

## 23 SOCIAL NETWORKING

- 24 *1. District staff who have a presence on social networking websites are prohibited from posting*  
25 *data, documents, photographs, or inappropriate information that is likely to create a material*  
26 *and substantial disruption of classroom activity.*
- 27 *2. District staff are prohibited from accessing personal social networking sites on school*  
28 *computers or during school hours except for legitimate instructional purposes.*
- 29 *3. The Board discourages district staff from socializing with students on social networking*  
30 *websites. The same relationship, exchange, interaction, information, or behavior that would*  
31 *be unacceptable in a non-technological medium is unacceptable when done through the use*  
32 *of technology.*

## 34 STUDENTS

35 *The Superintendent or his/her designee shall develop and implement procedures for appropriate*  
36 *Internet use by students. Procedures shall address the following:*

- 37 *1. General rules and ethics of Internet use.*

1        **2. Prohibited or illegal activities, including, but not limited to:<sup>1</sup>**

- 2            • *Sending or displaying offensive messages or pictures;*  
 3            • *Using obscene language;*  
 4            • *Harassing, insulting, defaming, or attacking others;*  
 5            • *Damaging computers, computer systems or computer networks;*  
 6            • *Hacking or attempting unauthorized access;*  
 7            • *Violation of copyright laws;*  
 8            • *Trespassing in another's folders, work, or files;*  
 9            • *Intentional misuse of resources;*  
 10          • *Using another's password or other identifier (impersonation);*  
 11          • *Use of the network for commercial purposes; and*  
 12          • *Buying or selling on the Internet.*

13        **INTERNET SAFETY MEASURES<sup>2</sup>**

14        *Internet safety measures shall be implemented that effectively address the following:*

- 15            1. *Controlling access by students to inappropriate matter on the Internet;*  
 16            2. *Safety and security of students when they are using electronic mail, chat or messaging*  
 17            *applications, and other forms of direct electronic communications;*  
 18            3. *Preventing unauthorized access, including "hacking" and other unlawful activities by*  
 19            *students online;*  
 20            4. *Unauthorized disclosure, use and dissemination of personal information regarding*  
 21            *students; and*  
 22            5. *Restricting students' access to materials harmful to them.*

23        *The Superintendent/designee shall establish a process to ensure the district's education technology is*  
 24        *not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall*  
 25        *include, but not be limited to:*

- 26            1. *Utilizing technology that filters, blocks, or otherwise prevents internet access (for both*  
 27            *students and adults) to material that is obscene or pornographic;<sup>3</sup>*  
 28            2. *Prohibiting and preventing a user from sending, receiving, viewing, or downloading*  
 29            *materials that are deemed to be harmful to minors;<sup>4</sup>*  
 30            3. *Maintaining and securing a usage log; and*  
 31            4. *Monitoring on-line activities of students.<sup>2</sup>*

32        *The board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to*  
 33        *address and communicate, its Internet safety measures.<sup>2</sup>*

34        **E-MAIL**

35        *Users with network access shall not utilize district resources to establish electronic mail accounts*  
 36        *through third-party providers or any other nonstandard electronic mail system. All data including e-*  
 37        *mail communications stored or transmitted on school system computers shall be monitored.*  
 38        *Employees/students have no expectation of privacy with regard to such data. E-mail correspondence*  
 39        *may be a public record under the public records law and may be subject to public inspection.<sup>5</sup> The*  
 40        *Tennessee Open Meetings Act is not to be circumvented by the use of e-mail.<sup>6</sup>*

1 **INTERNET SAFETY INSTRUCTION<sup>3</sup>**

2 *Students will be given appropriate instruction in internet safety as a part of any instruction utilizing*  
 3 *computer resources. The Superintendent or his/her designee shall provide adequate in-service*  
 4 *instruction on internet safety. Parents and students will be provided with material to raise awareness*  
 5 *of the dangers posed by the internet and ways in which the internet may be used safely.*

6 **VIOLATIONS**

7 *Violations of this policy or a procedure promulgated under its authority shall be handled in*  
 8 *accordance with the existing disciplinary procedures of this District.*

9 **VENDOR CONTRACTS<sup>3</sup>**

10 *Prior to entering into any contract for the provision of digital or online materials created or*  
 11 *marketed for kindergarten through grade twelve (K-12), the district shall obtain an assurance that*  
 12 *the vendor shall adhere to state law. This determination includes ensuring that the vendor filters,*  
 13 *blocks, or otherwise prevents access to pornography or obscenity and verifying that the technology*  
 14 *prevents a user from sending, receiving, viewing, or downloading materials that are harmful to*  
 15 *minors.*

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Legal References

1. *TCA 39-14-602*
2. *47 USCA § 254 (h)(5)(A) – (C), 254(l); 47 CFR § 54.520(e)(1)(i); 20 USCA § 7131*
3. *TCA 49-1-221*
4. *TCA 39-17-901; TCA 49-1-221*
5. *TCA 10-7-512*
6. *TCA 8-44-102(c)*

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Cross References

*Use of Email 1.805*  
*School and System Websites 4.407*  
*Student Publications 6.704*

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Purchasing</b>	Descriptor Code: <b>2.805</b>	Issued Date: <b>09/19/22</b>
		Rescinds: <b>2.805</b>	Issued: <b>02/17/20</b>

## 1 PURCHASING AUTHORITY

2 The Executive Committee or its designee, the Purchasing Manager, is responsible for and has authority  
3 to purchase all equipment, services, and supplies for the exclusive use of the school system.

4 The Executive Committee and others (purchasing agent) shall be the only persons authorized to obligate  
5 the district for the purchase of supplies, equipment, and services.

6 Purchases made by anyone not authorized by the appropriate officials shall become the personal  
7 responsibility of the persons making the purchase or purchases. The Board and the Superintendent of  
8 Schools will not under any circumstances be responsible for payment of any material or supplies  
9 purchased by unauthorized individuals or in an un-prescribed manner.

10 The Superintendent of Schools and other employees designated by the Board shall be authorized to act  
11 for the Williamson County Schools in acquiring Federal surplus property through the Tennessee General  
12 Services Department for Surplus Property and in entering into agreements, certifications, and covenants  
13 of compliance concerning the use of federal surplus property. Those so designated may delegate this  
14 authority to other Board members on dates specified by letter of designation. This delegation of  
15 purchasing authority may be made solely for the purpose of purchasing surplus Federal property.<sup>1</sup>

## 16 GENERAL

17 The primary responsibility of every purchaser is to obtain “the best value for the dollar” for products and  
18 services for the School System.<sup>2</sup>

19 All purchases shall be made in accordance with Tennessee State Law. All purchases of supplies,  
20 materials, and equipment in excess of fifty thousand dollars (\$50,000.00), including those of individual  
21 schools, shall be based upon competitive bids.<sup>3</sup> These bids shall be solicited by advertisement in a  
22 newspaper of general circulation in the district. However, said newspaper advertisement may be waived  
23 by the purchasing agent in case of emergency. The purchasing agent shall advertise for bids. However,  
24 bids are not required where the purchases will be made from State or Federal GSA Contract. Also, when  
25 the purchasing agent deems that the state contract is not in the best interest of the taxpayer, alternative  
26 pricing will be obtained.

27 All purchases estimated to be between ~~\$20,000.00~~ 2,500 and \$50,000, including those of individual  
28 schools, may be made in the open market without newspaper notice, but shall be based on at least three  
29 (3) competitive quotes.<sup>3</sup>

30 The lowest and best bid shall be accepted, provided the Board reserves the right to reject any or all bids  
31 or any part of any bid, and if applicable, to accept the bid which is best as evidenced by reasons relative

1 to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for opening of  
2 bids. Any bid received after the time and date specified shall not be considered. The Board recognizes  
3 that the lowest bid may not be the most responsible nor most advantageous to the public. Factors to be  
4 considered should include the responsibility of the bidders, warranty offered, availability of service parts,  
5 past service experience, life cycle costing, stocking of parts, and training expenses. Any bid that is not  
6 the low bid will require Board approval. Monthly summaries of bids shall be submitted to the Board of  
7 Education.

8 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding  
9 or other purchasing procedures is prohibited.

10 Contracts for legal services, educational consultants, services from an insurance provider, and similar  
11 services by professional persons or groups of high ethical standards shall not be based upon competitive  
12 bids but shall be awarded on the basis of competence and integrity.<sup>4</sup>

### 13 **EMERGENCY PURCHASES**

14 Purchases of specific materials, supplies, equipment or services may be made in the open market for  
15 immediate delivery only to meet bona fide emergencies arising from unforeseen cause. All bona fide  
16 emergencies must be approved by the Purchasing Manager, and a written report on the circumstances of  
17 any such emergency justifying the purchase shall be prepared and accompany the requisition. However,  
18 purchases will not be considered an emergency when lack of proper planning has taken place. All  
19 emergency purchases shall, if practical, be made on the basis of competitive bids.<sup>5</sup>

### 20 **COORDINATION BETWEEN DIRECTORS AND PURCHASING OFFICE**

21 The Directors and the purchasing office shall follow the standard operating procedure in scheduling bids,  
22 review of specifications, advertisement and awarding of bid. This procedural guideline will be on file in  
23 the Finance Department.

### 24 **BID SPECIFICATIONS**

25 It is the responsibility of the requesting department head to submit complete bid specifications to the  
26 purchasing department. The purchasing department may amend bid specifications to guard the Board's  
27 interests. Justification must be provided on any sole source or brand name item. Specifications provided  
28 for bids must have language that will not restrict vendors from quoting or justification must be attached.

29 The Superintendent of Schools shall give top priority to and exercise tight quality control.

30 All purchases shall be made strictly according to law. No contract for supplying educational needs shall  
31 be made with any member of the Board, with the Superintendent of Schools, or with any business  
32 organization in which any Board member of the Superintendent of Schools has any financial interest  
33 whatsoever.

34 The District will purchase materials and services for those sources able to offer the best prices, consistent  
35 with quality, delivery, and service.

- 1 The Board shall establish the specifications which it expects suppliers and manufacturers to meet or
- 2 exceed in the supplies and equipment sold to the Williamson County Schools. The Board may
- 3 occasionally solicit the assistance of outside agencies in the spot checking of materials purchased by the
- 4 school district.
  
- 5 The Superintendent of Schools or designee is responsible for assuring that all bills are checked to
- 6 determine if the price is consistent with market conditions and extra value is received for quantity orders.
  
- 7 The Board may occasionally cooperate with other governmental agencies in the purchasing of goods,
- 8 services, and equipment in order to obtain them at a lower cost.

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Legal References

1. TCA 49-2-203(a)(3); TCA 12-3-1212
2. TCA 6-36-115; TCA 12-4-106; TCA 49-2-206(b)(3); TCA 49-6-2003
3. TCA 49-2-203; TCA 49-2-206(b)(2); TCA 12-3-1212
4. TCA 29-20-407; TCA 12-3-1209; TCA 12-4-107; TCA 12-3-1209
5. Tennessee Internal School Uniform Accounting Procedure Manual, Section 4-8

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Cross References

Executive Committee 1.301  
Purchase Orders and Contracts 2.808