



## **Williamson County Board Policy Committee**

March 6, 2023 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

### **1. Agenda**

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

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

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

- a. 1.805 Use of Electronic Mail

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

- a. 4.403 Library Materials
- b. 6.300 Code of Conduct
- c. 6.304 Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation
- d. 6.310 Dress Code

# 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10 rescinded by the principal for failure to follow school procedures.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. *These employees may also apply for other schools through the Out of Zone or Open Zoned Schools processes described in this policy.*

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

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

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

43. **GRANDFATHER PROVISION:**

44. 1. REZONING FOR EXISTING and OPENING NEW SCHOOLS

45. Students re-zoned due to ~~the opening of a new school or~~ the rezoning of an existing school may request  
 46. 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

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

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 Any such attendance may be denied or rescinded by*~~  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

54. ~~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.*~~

14 3. RELOCATION WITHIN WILLIAMSON COUNTY SCHOOLS

15 Rising 5th grade, *7th*, 8th grade, *10th*, 11th grade and 12th grade students currently attending a school  
 16 and who move out of their transportation zone and maintain residence within Williamson County may  
 17 request out-of-zone approval through the out-of-zone principal to continue attendance in that school as  
 long as they have lived in that zone for at least twelve consecutive months, and they provide their  
 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  
 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 employees* to have reasonable access to various  
2 information formats and believes it incumbent upon students *and staff employees* to use this privilege  
3 in an appropriate and 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 *Williamson County Schools respects the right of employees to use social media, networking sites,*  
 25 *personal websites, and blogs, but it is important that an employee's personal use of these sites does*  
 26 *not interfere with official duties, violate any district policies, or damage the reputation of the school*  
 27 *district, its employees, its students, or their families.*

28 *Employees should set appropriate boundaries between personal and public online behavior,*  
 29 *understanding that what is private in the digital world often has the potential of becoming public, even*  
 30 *without their knowledge or consent. It is recommended that employees carefully review the privacy*  
 31 *settings on any social media accounts and exercise good judgment when posting content and*  
 32 *information on such sites.*

33 *Employees should adhere to the following guidelines consistent with the district's standards on*  
 34 *harassment, student relationships, professional communication, and confidentiality of student*  
 35 *information. Those employees who use social networking sites for school or district purposes shall*  
 36 *ensure their use of those sites comply with all applicable laws, including open records and public*  
 37 *forums laws.*

- 38 *1. ~~District staff~~ Employees who have a presence on social networking websites are prohibited*  
 39 *from posting data, documents, photographs, or inappropriate information that is likely to*

1 *create a material and substantial disruption of classroom activity. Employees shall not disclose*  
 2 *any confidential information obtained during the course of his/her employment about the*  
 3 *school district, any school, individuals, or organizations, including students and/or their*  
 4 *families.*

5 *2. Employees shall not use their personal social networking sites for school or district purposes.*  
 6 *Employees ~~District~~ staff are prohibited from accessing personal social networking sites on*  
 7 *school computers or during school hours except for legitimate instructional purposes.*

8 *3. The Board discourages district staff from socializing with students on social networking*  
 9 *websites. The same relationship, exchange, interaction, information, or behavior that would*  
 10 *be unacceptable in a non-technological medium is unacceptable when done through the use*  
 11 *of technology.*  
 12

### 13 STUDENTS

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

- 16 *1. General rules and ethics of Internet use.*  
 17 *2. Prohibited or illegal activities, including, but not limited to:<sup>1</sup>*  
 18 *• Sending or displaying offensive messages or pictures;*  
 19 *• Using obscene language;*  
 20 *• Harassing, insulting, defaming, or attacking others;*  
 21 *• Damaging computers, computer systems or computer networks;*  
 22 *• Hacking or attempting unauthorized access;*  
 23 *• Violation of copyright laws;*  
 24 *• Trespassing in another's folders, work, or files;*  
 25 *• Intentional misuse of resources;*  
 26 *• Using another's password or other identifier (impersonation);*  
 27 *• Use of the network for commercial purposes; and*  
 28 *• Buying or selling on the Internet.*

### 29 INTERNET SAFETY MEASURES<sup>2</sup>

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

- 31 *1. Controlling access by students to inappropriate matter on the Internet;*  
 32 *2. Safety and security of students when they are using electronic mail, chat or messaging*  
 33 *applications, and other forms of direct electronic communications;*  
 34 *3. Preventing unauthorized access, including "hacking" and other unlawful activities by*  
 35 *students online;*  
 36 *4. Unauthorized disclosure, use and dissemination of personal information regarding*  
 37 *students; and*  
 38 *5. Restricting students' access to materials harmful to them.*

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

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

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

## 12 **E-MAIL**

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

## 19 **INTERNET SAFETY INSTRUCTION<sup>3</sup>**

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

## 24 **VIOLATIONS**

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

## 27 **VENDOR CONTRACTS<sup>3</sup>**

28 *Prior to entering into any contract for the provision of digital or online materials created or*  
29 *marketed for kindergarten through grade twelve (K-12), the district shall obtain an assurance that*  
30 *the vendor shall adhere to state law. This determination includes ensuring that the vendor filters,*  
31 *blocks, or otherwise prevents access to pornography or obscenity and verifying that the technology*  
32 *prevents a user from sending, receiving, viewing, or downloading materials that are harmful to*  
33 *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(c)(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 August</b>	Descriptor Term: <b>School System’s Electronic Mail</b>	Descriptor Code: <b>1.805</b>	Issued Date: <b>11/26/18</b>
		Rescinds: <b>1.805</b>	Issued: <b>08/21/06</b>

1 It is the policy of the Williamson County Board of Education (Board) to utilize new technology that is  
 2 available to the Board and that has the capacity to enhance the efficiency of the Board, its schools, staff  
 3 and its departments. The Board finds that the use of electronic mail (e-mail) through the Board’s  
 4 computer system is such a tool. E-mail is to be used at all times in a professional manner that is geared  
 5 toward Board efficiency and respect for each Board member and the employees of the Board. It is an  
 6 invaluable tool for communicating but one which is to be used according to the law and as a positive  
 7 example to the students of the Williamson County school system of professional communications  
 8 among Board members and staff. The Board recognizes, however, that the use of e-mail has  
 9 limitations that should be recognized, and it wishes to adopt a policy that will ensure that the use of e-  
 10 mail will conform to sensible and professional practices and comply with the law.

- 11 1. The Board of Education and any of its employees, parents, and students are prohibited from  
 12 using e-mail through the Board’s computer system for personal financial gain. Board  
 13 communications are subject to the Public Records Act (TCA 10-7-503) which says in the  
 14 opening paragraph of the Act that “**ALL** . . . county records . . . except any public documents  
 15 authorized to be destroyed by the county public records commission in accordance with TCA  
 16 10-7-404, **SHALL** at all times, during business hours, be open for personal inspection by any  
 17 citizen of Tennessee, and those in charge of such records shall not refuse such right of  
 18 inspection to any citizen, unless otherwise provided by law.” (Emphasis supplied.)  
 19 Communications sent through the Board’s computer system are stored in the system and  
 20 retrievable if necessary or required. Therefore, the Board reminds its members and its  
 21 employees that sending messages through its network is similar to sending a photocopy of a  
 22 hard copy communication to the central office. Just as such a hard copy would then become a  
 23 public record, so it is with stored electronic e-mail.  
 24
- 25 2. The Tennessee Open Meetings Act is not to be circumvented by the use of e-mail. The Board  
 26 is aware of TCA 8-44-102(c) which states, in part, “No electronic communication shall be used  
 27 to **DECIDE** or **DELIBERATE** public business in circumvention of the spirit or requirements  
 28 of this part.” (Emphasis supplied.)  
 29
- 30 3. Any individual student information is confidential and cannot be released as a public record.  
 31 Such confidential student information includes, but is not limited to, grades, test scores, health  
 32 information, student behavioral and disciplinary records, psychological reports, Individualized  
 33 Educational Program records, and Section 504 Accommodation Plans. Such information shall  
 34 not be transmitted via electronic mail, except when the communication occurs between school  
 35 system professional staff (e.g., teacher-to-teacher, counselor-to-counselor, etc.) or between a  
 36 specific teacher and the specific parent/guardian of the student involved. In no case will such  
 37 information be released to the public or press.

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Cross References

Use of the Internet 4.406

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Library Materials</b>	Descriptor Code: <b>4.403</b>	Issued Date: <b>10/24/22</b>
		Rescinds: <b>4.403</b>	Issued: <b>04/16/19</b>

1 The Board of Education supports principles of intellectual freedom inherent in the First Amendment of  
2 the Constitution of the United States.<sup>1</sup>

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

- 10 1. Materials shall be suitable for and consistent with the educational mission of the school. Every  
11 effort will be made to provide materials that present many points of view concerning the  
12 problems and issues of our times--international, national, and local. Instructional materials of  
13 sound factual authority shall not be proscribed or removed from library shelves or classrooms  
14 because of partisan or doctrinal approval/disapproval.  
15
- 16 2. Materials shall be appropriate for the age and maturity levels of the students who may access  
17 them. The determining factor will be based on an assessment of any mature themes or content  
18 (i.e., violence, sexual content, vulgar language, substance abuse); and  
19
- 20 3. Materials shall contain literary, historical, and/or artistic value and merit.  
21

22 School librarians shall be responsible for periodically reviewing the district's library materials physically  
23 located in the school's library in line with these established standards. Classroom teachers shall be  
24 responsible for periodically reviewing the library materials physically located in the teacher's classroom  
25 in line with these established standards.

## 26 COMPLAINTS

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

- 29 1. Inform the complainant of the selection procedures and make no commitments.  
30
- 31 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.  
32

- 1 3. Inform the principal and other appropriate personnel.
- 2 4. Keep challenged materials available for use during the reconsideration process.
- 3
- 4 5. Upon receipt of the completed form, the principal shall notify the Superintendent or his/her
- 5 designee.
- 6
- 7 6. The principal shall request review of the challenged materials by an ad hoc materials review
- 8 committee within fifteen (15) days. The review committee is appointed by the principal and
- 9 includes certified library media personnel, representatives from classroom teachers, one or
- 10 more parents, and may include one or more students. The principal will inform the
- 11 Superintendent or his/her designee of the review committee's progress.
- 12
- 13 7. The review committee shall take the following steps after receiving the challenged materials:
- 14
- 15 a. Read, view, or listen to the contested material in its entirety;
- 16 b. Check general acceptance of the material by reading recognized and evaluative reviews;
- 17 c. Determine the extent to which the material supports the educational mission of the
- 18 school;
- 19 d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging
- 20 the material for its strength and value; and
- 21 e. Present recommendation to principal for further action and to the Superintendent and
- 22 the Board.
- 23
- 24 8. Board members shall review the challenged library material(s), review the recommendation
- 25 presented by the review committee, and make the determination whether the material is
- 26 appropriate for the age and maturity levels of the students who have access to the materials and
- 27 whether the material is suitable for, and consistent with, the educational mission of the school.
- 28
- 29 9. If it is determined that the material is not appropriate for the age and maturity levels of the
- 30 students who have access to them or is not suitable for, and consistent with, the educational
- 31 mission of the school, the Board shall require the school to remove the material from the library
- 32 collection.

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Legal References

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

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Cross References

Textbooks and Instructional Materials 4.401  
Controversial Materials 4.801

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Code of Conduct</b>	Descriptor Code: <b>6.300</b>	Issued Date: <b>06/20/22</b>
		Rescinds:	Issued:

1 The Superintendent of Schools shall develop specific codes of conduct which are appropriate for each  
2 level of school.<sup>1</sup> The development of each code shall involve administrators of each level and shall be  
3 consistent with the relevant policies as adopted by the Board.<sup>2</sup>

4 The following levels of misbehavior and options are standards designed to protect all members of the  
5 educational community in the exercise of their rights and duties and to maintain a safe learning  
6 environment where orderly learning is possible and encouraged.<sup>3</sup> These misbehaviors apply to student  
7 conduct on school buses, on school property, and while students are on school sponsored outings.

## 8 **MISBEHAVIORS: LEVEL I**

9 This level includes minor misbehavior on the part of the student which impedes orderly classroom  
10 procedures or interferes with the orderly operation of the school, but which can usually be handled by  
11 an individual staff member.

12 *Examples (not an exclusive listing)*

- 13 • Classroom disturbances
- 14 • Classroom tardiness
- 15 • Cheating and lying
- 16 • Inappropriate language
- 17 • Skipping class
- 18 • Misuse of technology
- 19 • Non-defiant failure to do assignments or carry out directions
- 20 • Wearing, while on the grounds of a public school during the regular school day,  
21 clothing that exposes underwear or body parts in an indecent manner that disrupts the  
22 learning environment<sup>4</sup>

23 *Disciplinary Options (may include one or more of the following options)*

- 24 • Verbal reprimand
- 25 • Restricting activities
- 26 • Counseling
- 27 • Withdrawal of privileges
- 28 • Detention
- 29 • In-school suspension
- 30 • Mediation
- 31 • Restorative conference

- 1                   • School-level interventions

2   **MISBEHAVIORS: LEVEL II**

3   This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of  
4   the school. These misbehaviors do not represent a direct threat to the health and safety of others but  
5   have educational consequences serious enough to require corrective action on the part of  
6   administrators.

7                   *Examples (not an exclusive listing)*

- 8                   • Continuation of unmodified Level I behaviors  
9                   • School or class tardiness  
10                  • Using forged notes or excuses  
11                  • Disruptive classroom behavior  
12                  • Cheating and lying  
13                  • Possessing, smoking or using tobacco or tobacco-related products, including electronic/battery-  
14                  operated devices  
15                  • Inappropriate language  
16                  • Unexcused absences  
17                  • Making a false report  
18                  • Defiant failure to do assignments or carry out instructions  
19                  • Skipping class  
20

21                  Disciplinary Options (shall include one or more of the following options)

- 22                  • Behavior modification  
23                  • Friday or Saturday school (in middle and high schools)  
24                  • In-school suspension  
25                  • Detention  
26                  • Suspension from school-sponsored activities or from riding school bus  
27                  • Out-of-school suspension (not to exceed ten (10) days)  
28                  • Mediation  
29                  • Restorative conference  
30                  • School-level interventions  
31

32   **MISBEHAVIORS: LEVEL III**

33   This level includes acts directly against persons or property but whose consequences do not seriously  
34   endanger the health or safety of others in the school.

35                  *Examples (not an exclusive listing)*

- 36                  • Continuation of unmodified Level I and II behaviors  
37                  • Fighting

- 1 • Vandalism (minor)
- 2 • Stealing
- 3 • Threats to others
- 4 • Making a false report
- 5 • Abusive language
- 6 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 7 Cyber-bullying, and/or Hazing)

8 Disciplinary Options (shall include one or more of the following options)

- 9 • In-school suspension
- 10 • Detention
- 11 • Restitution from loss, damage, or stolen property
- 12 • Out-of-school suspension (not to exceed ten (10) days)
- 13 • Alternative Learning Center
- 14 • Restorative conference

#### 15 **MISBEHAVIORS: LEVEL IV**

16 This level of misbehavior includes acts which result in violence to another's person or property, or  
 17 which pose a threat to the safety of others in the school. These acts are so serious that they usually  
 18 require administrative actions which result in the immediate removal of the student from the school  
 19 and the intervention of law enforcement authorities.

20 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school  
 21 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or  
 22 death to another person.<sup>5</sup>

23 *Examples (not an exclusive listing)*

- 24 • Continuation of unmodified Level I, II, and III behaviors
- 25 • Death threat (hit list)
- 26 • Extortion
- 27 • Bomb threat
- 28 • Possession/use/transfer of dangerous weapons\*
- 29 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 30 employee of the school, or a school resource officer\*
- 31 • Aggravated assault\*
- 32 • Vandalism
- 33 • Theft/possession/sale of stolen property
- 34 • Arson
- 35 • Possession of unauthorized substances or drugs (i.e. any controlled substance,
- 36 marijuana, controlled substance analogue, alcohol, legend drug, or any other substance
- 37 whose possession or use is regulated in any matter by any governmental authority)\*
- 38 • Use, transfer, handle, or be under the influence of unauthorized substances

- 1 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 2 Cyber-bullying, and/or Hazing)
- 3 • Electronic threat to cause bodily injury or death to another student or school employee\*

4 Disciplinary Options (shall include one or more of the following options)

- 5 • Expulsion
- 6 • Alternative Learning Center
- 7 • Restorative conference

8 \* Zero tolerance offenses

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Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-4002
4. TCA 49-6-4109
5. TCA 49-6-4009

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Cross References

Traffic and Parking Controls 3.403  
Procedural Due Process 6.302  
Student Discrimination, Harassment, Bullying,  
Cyber-bullying, and Intimidation 6.304  
Title IX & Sexual Harassment 6.3041  
Interference/Disruption of School Activities 6.306  
Bus Safety and Conduct 6.308  
Zero Tolerance Offenses 6.309  
Dress Code 6.310  
Corporal Punishment 6.314  
Detention 6.315  
Suspension 6.316  
Safe Relocation of Students 6.4081

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation</b>	Descriptor Code: <b>6.304</b>	Issued Date: <b>11/17/20</b>
		Rescinds: <b>6.304</b>	Issued: <b>11/18/19</b>

1 In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve  
2 high academic standards, acts of bullying, cyber-bullying, discrimination, harassment, intimidation,  
3 hazing, or any other victimization of students, based on any actual or perceived traits or characteristics,  
4 are prohibited.<sup>1</sup>

5 This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).<sup>2</sup> This  
6 policy shall cover employees, employees' behaviors, students, and students' behaviors while on school  
7 property, at any school-sponsored activity, on school-provided equipment or transportation, or at any  
8 official school bus stop. If the act takes place off of school property or outside of a school-sponsored  
9 activity, this policy is in effect if the conduct is directed specifically at a student and has the effect of  
10 creating a hostile educational environment or otherwise creating a substantial disruption to the education  
11 environment or learning process.

12 The principal/designee is responsible for educating and training respective staff and students as to the  
13 definition and recognition of discrimination/harassment.<sup>3</sup>

14 The Superintendent of Schools shall develop forms and procedures to ensure compliance with the  
15 requirements of this policy and state law.

## 16 **DEFINITIONS<sup>4</sup>**

17 “Bullying/Intimidation/Harassment” is an act that substantially interferes with a student’s educational  
18 benefits, opportunities, or performance, and that has the effect of:

- 19 1. Physically harming a student or damaging a student’s property;
- 20 2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the  
21 student’s property;
- 22 3. Causing emotional distress to a student; or
- 23 4. Creating a hostile educational environment.

24 Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race,  
25 nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and creates  
26 a hostile environment. Such conduct may include, but is not limited to, physical acts, gestures, graphics,  
27 or words, written or spoken.

28 “Cyber-bullying” is a form of bullying undertaken through the use of electronic devices. Electronic  
29 devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication

1 devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake  
2 profiles.

3 “Hazing” is an intentional or reckless act by a student or group of students that is directed against any  
4 other student(s) that endangers the mental or physical health or safety of the student(s) or that induces  
5 or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees  
6 of the school district shall not encourage, permit, condone, or tolerate hazing activities.<sup>6</sup>

7 Hazing does not include customary athletic events or similar contests or competitions and is limited to  
8 those actions taken and situations created in connection with initiation into or affiliation with any  
9 organization.<sup>5</sup>

## 10 **COMPLAINTS AND INVESTIGATIONS**

11 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall  
12 promptly report such information to the principal/designee.<sup>6</sup> For purposes of receiving a report under  
13 this policy, the principal/designee shall make his/her contact information (name, address, phone number,  
14 and email) available to students and parent(s)/guardian(s) at the beginning of each school year. Nothing  
15 in this policy shall prohibit a student from pursuing a concurrent criminal complaint for harassing  
16 conduct that could also constitute a criminal offense.

17 While reports may be made anonymously, an individual’s need for confidentiality shall be balanced with  
18 obligations to cooperate with police investigations or legal proceedings, to provide due process to the  
19 accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint. The  
20 identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a  
21 need to know.

22 The principal/designee at each school shall be responsible for investigating and resolving complaints.  
23 Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48)  
24 hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the  
25 principal/designee shall provide the Superintendent of Schools with appropriate documentation detailing  
26 the reasons why the investigation was not initiated within the required timeframe.<sup>7</sup> The  
27 principal/designee shall immediately notify the parent(s)/guardian(s) when a student is involved in an  
28 act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall  
29 provide information on district counseling and support services. Students involved in an act of  
30 discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate  
31 school counselor by the principal/designee when deemed necessary.<sup>8</sup>

32 The principal/designee is responsible for determining whether an alleged act constitutes a violation of  
33 this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- 34 1. It places the student in reasonable fear or harm for the student’s person or property;
- 35 2. It has a substantially detrimental effect on the student’s physical or mental health;
- 36 3. It has the effect of substantially interfering with the student’s academic performance; or
- 37 4. It has the effect of substantially interfering with the student’s ability to participate in or benefit
- 38 from the services, activities, or privileges provided by a school.

1 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and  
2 complete investigation of each alleged incident. All investigations shall be completed and appropriate  
3 intervention taken within twenty (20) calendar days from the receipt of the initial report.<sup>7</sup> If the  
4 investigation is not complete or intervention has not taken place within twenty (20) calendar days, the  
5 principal/designee shall provide the Superintendent of Schools with appropriate documentation detailing  
6 the reasons why the investigation has not been completed or the appropriate intervention has not taken  
7 place.<sup>8</sup> Within the parameters of the federal Family Educational Rights and Privacy Act,<sup>9</sup> a written  
8 report on the investigation will be delivered to all involved parties and the Superintendent of Schools.

## 9 **RESPONSE AND PREVENTION**<sup>10</sup>

10 The principal/designee shall consider the nature and circumstances of the incident, the age of the  
11 individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as  
12 appropriate, to properly respond to each situation.

13 A substantiated charge against an employee shall result in disciplinary action up to and including  
14 termination. The employee may appeal this decision by contacting the Superintendent of Schools.

15 A substantiated charge against a student may result in corrective or disciplinary action up to and  
16 including suspension. The student may appeal this decision in accordance with disciplinary policies and  
17 procedures.

## 18 **REPORTS**

19 When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of  
20 physical harm to a student or a student's property, the principal/designee of each middle school or high  
21 school shall report the findings and any disciplinary actions taken to the Superintendent of Schools and  
22 the Chair of the Board.<sup>11</sup>

23 By July 1st of each year, the Superintendent of Schools/designee shall prepare a report of all of the  
24 bullying cases brought to the attention of school officials during the prior academic year. The report shall  
25 also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be  
26 submitted to the State Department of Education by August 1st.<sup>12</sup>

## 27 **RETALIATION AND FALSE ACCUSATIONS**

28 Retaliation against any person who reports or assists in any investigation of an act alleged under this  
29 policy is prohibited. The consequences and appropriate remedial action for a person who engages in  
30 retaliation shall be determined by the principal/designee after consideration of the nature, severity, and  
31 circumstances of the act.<sup>13</sup>

32 False accusations accusing another person of having committed an act prohibited under this policy are  
33 prohibited. The consequences and appropriate remedial action for a person found to have falsely accused  
34 another may range from positive behavioral interventions up to and including expulsion.<sup>14</sup>

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**Legal References**

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686
2. TCA 49-6-4503(b)(11)
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503(b)(2), (13)
5. TCA 49-2-120
6. TCA 49-6-4503(b)(5)
7. TCA 49-6-4503(b)(6)
8. TCA 49-6-4503(b)(14)
9. 20 USCA § 1232g
10. TCA 49-6-4503(b)(4), (7)-(8)
11. TCA 49-6-4503(d)(3)
12. TCA 49-6-4503(c)(2)(B)
13. TCA 49-6-4503(b)(9)
14. TCA 49-6-4503(b)(10)

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**Cross References**

Appeals to and Appearances Before the Board 1.404  
Section 504 and ADA Grievance Procedures 1.802  
Title IX & Sexual Harassment 6.3041  
Student Complaints and Grievances 6.305  
Reporting Child Abuse 6.409

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Dress Code</b>	Descriptor Code: <b>6.310</b>	Issued Date: <b>11/18/19</b>
		Rescinds: <b>6.310</b>	Issued: <b>02/20/17</b>

1 In order for WCS to maintain a safe learning environment that minimizes distractions, the minimum  
2 standards for acceptable clothing during the school day are as follows:

- 3 1. Tops of shoulders must have a minimum of a 1-inch strap unless otherwise covered by an  
4 opaque top garment;
- 5 2. Skin and undergarments must be covered with opaque clothing from the underarm to midhigh.  
6 Mid-thigh is defined as the mid-point between the waist and mid-knee;
- 7 3. All pants, trousers, shorts and skirts must be held at the waist;
- 8 4. Leggings and other compression-style garments may be worn so long as an opaque top garment  
9 covers the private body parts;
- 10 5. Hats may be worn in buildings with the permission of building administration;
- 11 6. Appropriate shoes are required;
- 12 7. Any type of clothing, apparel or accessory, including that which denotes such students'  
13 membership in or affiliation with any gang associated with criminal activities is not permitted  
14 (TCA 49-6-4215).

15 Any apparel or dress that advertises or promotes products or activity prohibited by law or by the Board  
16 of Education is prohibited (e.g., profanity, illustrations, or suggestive language, etc).

17 Student uniforms related to student extra-curricular activities (band, cheerleading, dance, sports team,  
18 etc.) must be in compliance with this policy during the academic day.

19 Any apparel or dress that is potentially disruptive to the learning environment or educational process is  
20 not permitted. Any apparel or dress that is dangerous to the health or safety of students or the lawful,  
21 peaceful operation of the school is not permitted.

22 Administrators and teachers shall enforce the dress code policy. The principal or his/her designee shall  
23 be the final judge as to compliance with the dress code.