



Williamson County Board Policy Committee

April 3, 2023 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

1. Agenda

2. Board Policies First Reading

- a. 1.105 Board Member Conflict of Interest (New)
- b. 1.106 Code of Ethics
- c. 4.403 Library Materials
- d. 6.310 Dress Code
- e. 6.405 Medicines

Williamson County Board of Education

Monitoring:

Review: Annually, in
July

Descriptor Term:

Board Member Conflict of Interest

Descriptor Code:

1.105

Issued Date:

Rescinds:

Issued:

1 *General*

2 State law provides specific instances when direct or indirect conflicts of interest may affect a board
3 member's ability to vote on certain matters.

4 Direct conflicts of interest may arise if the school district contracts with a board member or with a
5 business in which the board member is a sole proprietor, partner, or person having a controlling
6 interest.¹

7 Indirect conflicts of interest may arise if a board member votes on a matter involving a situation that a
8 reasonable person would infer affects his/her personal finances indirectly. If a board member has a
9 direct interest but is the sole supplier of goods or services in the city or county, he/she would be
10 considered indirectly interested in such a matter.²

11 **DIRECT CONFLICT OF INTEREST¹**

12 A board member shall not be directly interested in any contract in which the Board may be interested.

13 If there is a pre-existing contract that predates the board member's election to the Board, the board
14 member shall refrain from voting or discussing any matter related to that contract since he/she has a
15 direct interest. Upon expiration, the contract shall not be renewed by the Board.³

16 This shall not prohibit any board member from voting on the school budget or any budget amendments
17 unless the vote is on a specific budget amendment in which the board member is directly interested.⁴

18 **INDIRECT CONFLICT OF INTEREST²**

19 A board member shall not be indirectly interested in any contract where the Board may be interested
20 unless the board member publicly acknowledges such interest. The disclosure of this interest shall be
21 made at the board meeting in which the Board is taking action on the contract. A board member with
22 an indirect interest is not required to refrain from voting on the contract.

23 **PENALTY FOR UNLAWFUL INTEREST⁵**

24 If a board member is found to have an indirect interest and fails to disclose such interest, or becomes
25 directly interested in any contract, he/she shall forfeit all compensation. He/she shall also be dismissed
26 from the Board and be ineligible to serve in the same or similar position for ten (10) years.

Legal References

1. TCA 12-4-101(a); Op. Tenn. Att’y Gen. No. 10-46
2. TCA 12-4-101(b)
3. Op. Tenn. Att’y Gen. No. 99-209
4. TCA 12-4-101(a)(1)
5. TCA 12-4-102

Cross References

Code of Ethics 1.106
Duties of Board Members 1.202

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Instructions: Board members are required to disclose conflicts of interest in matters that affect or would lead a reasonable person to infer that it would affect, the exercise of discretion of a board member.

1. Date of disclosure: _____

2. Name: _____

3. Description of conflict of interest (describe below in detail):

Signature of Board Member

Signature of Witness

Williamson County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Issued Date: 11/26/18
		Rescinds: 1.106	Issued: 05/20/14

CODE OF ETHICS¹

WILLIAMSON COUNTY SCHOOL DISTRICT

Section 1. Definitions.

(1) “School district” means Williamson County School District, which was duly created by a public or private act of the General Assembly and which includes all boards, committees, commissions, authorities, corporations, or other instrumentalities appointed or created by the school district or an official of the school district.

(2) “Official and employee” means and includes any official, whether elected or appointed, officer, employee or servant, or any member of any board, agency, commission, authority, or corporation (whether compensated or not), or any officer, employee, or servant thereof, of the school district.

(3) “Personal interest” means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official’s or employee’s spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

Section 2. Disclosure of personal interest in voting matters. An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official’s or employee’s vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

Section 3. Disclosure of personal interest in non-voting matters. An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on the disclosure form and file the disclosure form with the school district’s central office. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

Section 4. Acceptance of gifts and other things of value. An official or

1 *General¹*

2 *Board members and school district employees* ~~or an official's or employee's spouse or child living in~~
3 ~~the same household,~~ may not accept, directly or indirectly, any gift, money, gratuity, or other
4 consideration or favor of any kind from anyone other than the school district that a reasonable person
5 would understand was intended to influence the vote, official action, or judgment of the official or
6 employee in executing decision-making authority affecting the school district. *It is also prohibited for*
7 *a board member's or an employee's spouse or child living in the same household to accept such*
8 *items.*

9 It shall not be considered a violation of this policy for ~~an official~~ *a board member* or employee to
10 receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages
11 that are provided in connection with a conference sponsored by an established or recognized statewide
12 association of school board officials or by an umbrella or affiliate organization of such statewide
13 association of school board officials.

14 ~~Section 5.~~ Ethics Complaints

15 The ~~school district~~ *Board* may create a School District Ethics Committee (Ethics Committee)
16 consisting of three (3) members who will be appointed to one-year terms by the Board Chair with
17 confirmation by the Board. At least two (2) members of the committee shall be members of the Board.
18 The Ethics Committee shall convene as soon as practicable after its appointment and elect a chair and a
19 secretary. The records of the Ethics Committee shall be maintained by the secretary and shall be filed
20 in the office of the Superintendent of Schools, where they shall be open to public inspection.

21 Questions and complaints regarding violations of this Code of Ethics or of any violation of state law
22 governing ethical conduct should be directed to the chair of the Ethics Committee. Complaints shall be
23 in writing and signed by the person making the complaint and shall set forth in reasonable detail the
24 facts upon which the complaint is based.

25 The Ethics Committee may investigate any credible complaint against an official or employee charging
26 any violation of this Code of Ethics, or may undertake an investigation on its own initiative when it
27 acquires information indicating a possible violation, and make recommendations for action to end or
28 seek retribution for any activity that, in the Ethics Committee's judgment, constitutes a violation of this
29 Code of Ethics. If a member of the Ethics Committee is the subject of a complaint, such member shall
30 recuse himself or herself from all proceedings involving such complaint.

31 The Ethics Committee may:

- 32 (1) Refer the matter to the board attorney for a legal opinion and/or recommendations for action;
- 33 (2) In the case of ~~an official~~ *a board member*, refer the matter to the Board of Education for
34 possible public censure, if warranted;
- 35 (3) In the case of an employee, refer the matter to the ~~official responsible for supervision of the~~
36 ~~employee for possible disciplinary action~~ *Superintendent of Schools/designee for possible*
37 *disciplinary action*, if ~~the official finds discipline~~ warranted; or
- 38 (4) In a case involving possible violation of state statutes, refer the matter to the district attorney
39 for possible ouster or criminal prosecution.

- 1 The interpretation that a reasonable person in the circumstances would apply shall be used in
2 interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes
3 a violation of a personnel policy or a civil service policy, the violation shall be dealt with as a violation
4 of the personnel or civil service provisions rather than as a violation of this Code of Ethics.

~~WILLIAMSON COUNTY SCHOOL DISTRICT CODE OF ETHICS~~ **~~CONFLICT OF INTEREST DISCLOSURE STATEMENT~~**

~~Instructions:~~ This form is for reporting personal interests required to be disclosed under Section 3 of the Code of Ethics of this school district. Officials and employees are required to disclose personal interests in matters that affect or would lead a reasonable person to infer that it would affect the exercise of discretion of an official or employee.

1. ~~Date of disclosure:~~ _____

2. ~~Name of official or employee:~~ _____

3. ~~Office and position:~~ _____

4. ~~Description of personal interest (describe below in detail):~~

~~Signature of official or employee~~

~~Witness Signature~~

_____ Legal References

1. TCA 8-17-103

_____ Cross References

Board Member Conflict of Interest 1.105
Duties of Board Members 1.202

Williamson County Board of Education

Monitoring:

Review: Annually, in
November

Descriptor Term:

Library Materials

Descriptor Code:

4.403

Issued Date:

10/24/22

Rescinds:

4.403

Issued:

04/16/19

The Board of Education supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States.¹

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

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

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

COMPLAINTS

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

1. Inform the complainant of the selection procedures and make no commitments.
2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
3. Inform the principal and other appropriate personnel.

4. Keep challenged materials available for use during the reconsideration process.
5. Upon receipt of the completed form, the principal shall notify the Superintendent or his/her designee.
6. The principal shall request review of the challenged materials by an ad hoc materials review committee within fifteen (15) days. The review committee is appointed by the principal and includes certified library media personnel, representatives from classroom teachers, one or more parents, and may include one or more students. The principal will inform the Superintendent or his/her designee of the review committee's progress.
7. The review committee shall take the following steps after receiving the challenged materials:
 - a. Read, view, or listen to the contested material in its entirety;
 - b. Check general acceptance of the material by reading recognized and evaluative reviews;
 - c. Determine the extent to which the material supports the educational mission of the school;
 - d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value; and
 - e. Present recommendation to principal *and the Superintendent* for further action ~~and to the Superintendent and the Board.~~ *The Superintendent will make a recommendation to the Board.*
8. Board members shall review the challenged library material(s), review the recommendation presented by the review committee, and make the determination whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.
9. If it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the Board shall require the school to remove the material from the library collection.
- 10. After the Board votes on the challenged library material(s), a written notification shall be provided by the principal or assistant principal to all parent(s)/guardian(s) of students in all same grade-band-level schools. The notification shall include the title and author of the challenged material, the action taken by the Board, and the process the parent/guardian should follow to opt his/her child out of checking out library materials.*

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

Cross References

Textbooks and Instructional Materials 4.401

Williamson County Board of Education

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

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

Williamson County Schools' student dress code supports equitable educational access for all students. A student's appearance, including dress, must not disrupt the educational process, interfere with the maintenance of a positive teaching and learning climate, or compromise standards of health and safety.

This policy applies to all individual schools and programs. The Board prohibits schools from enacting more restrictive or less restrictive dress codes.

Minimum Safe Attire: Any apparel or dress that is potentially disruptive to the learning environment or educational process is not permitted. Any apparel or dress that is dangerous to the health or safety of students or the lawful, peaceful operation of the school is not permitted.

- 1. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (ex. dresses, leggings, yoga pants, shorts, sweatpants, jumpsuits, etc.).*
- 2. Clothing must cover the front, back, and sides under the arms. Tops must include at minimum a strap over each shoulder.*
- 3. Pants, skirts, or the equivalent must be held at the waist.*
- 4. Certain body parts must be covered for all students at all times. Thus, clothes must be worn in a way such that abdomen, genitals, buttocks, breasts, back, and nipples are fully covered with opaque (non-see through) fabric.*
- 5. Building administration will determine if hats and hoods may be worn at their respective schools. Hats, if allowed, and other headwear must allow the face to be visible to staff and not interfere with the line of sight of any student or staff. Hooded shirts or tops, if allowed to be worn on the head, must allow the face and ears to be visible from all angles to school staff.*
- 6. Shoes which are safe and appropriate for course assignments, athletic and other conditions must be worn at all times.*
- 7. Clothing must be suitable for all scheduled classroom activities, including physical education, science and CTE labs, and other activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.*

Attire advocating violence, criminal activity, use of alcohol or drugs, pornography, or hate speech are prohibited. Specifically:

1. *Clothing shall not depict, advertise, or advocate the use of alcohol, tobacco, vapes, marijuana, or any other controlled substance prohibited under federal or state law.*
 2. *Clothing shall not depict pornography, nudity, or sexual acts.*
 3. *Clothing shall not use or depict hate speech that targets groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.*
 4. *Clothing and accessories must not pose a threat to the health or safety of any other student or staff.*
1. ~~Tops of shoulders must have a minimum of a 1-inch strap unless otherwise covered by an opaque top garment;~~
 2. ~~Skin and undergarments must be covered with opaque clothing from the underarm to mid thigh. Mid thigh is defined as the mid-point between the waist and mid-knee;~~
 3. ~~All pants, trousers, shorts and skirts must be held at the waist;~~
 4. ~~Leggings and other compression-style garments may be worn so long as an opaque top garment covers the private body parts;~~
 5. ~~Hats may be worn in buildings with the permission of building administration;~~
 6. ~~Appropriate shoes are required;~~
 7. Any type of clothing, apparel, or accessory, including that which denotes such students' membership in or affiliation with any gang associated with criminal activities is not permitted (TCA 49-6-4215).

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

Extracurricular Activities

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

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

Dress Code Enforcement

1. *School staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender, ethnicity, religion, cultural observance, household income or body type/size.*
2. *Enforcement of the dress code shall be gender neutral.*
3. *Enforcement must accommodate clothing worn by students as an expression of sincerely held religious beliefs (head scarves, for example) and worn by students with disabilities (protective helmets, for example).*
4. *Students who are out of dress code will be removed from class until the violation can be resolved, with the goal of returning to class as quickly as possible. Resolution of the violation can occur in three ways —*
 - a. *Students return to code with alternative clothing they already have at school.*
 - b. *Students return to code with provided, temporary school clothing, if available.*
 - c. *Students return to code after calling parents/guardians to bring alternative clothing to school.*

1 5. *These dress code guidelines shall apply to regular school days and summer*
2 *school days.*

3 6. *Students with repeated violations of school dress code will receive progressive*
4 *discipline.*

5 7. ~~Administrators and teachers shall enforce the dress code policy.~~ The principal or his/her
6 designee shall be the final judge as to compliance.

Williamson County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 06/21/21
		Rescinds: 6.405	Issued: 11/18/19

If under exceptional circumstances a student is required to take non-prescription or prescription medication during school hours and the parent/guardian cannot be at school to administer the medication, only the principal/designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations.¹

Written instructions signed by the parent/guardian will be required and will include:

1. Child's name;
2. Name of medication;
3. Name *and signature* of physician (*prescription only*);
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines must have label direction);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever inhalers if the additional information is provided by a parent/guardian:

1. Written statement from the prescribing health care practitioner that the student suffers from asthma and has been instructed in self-administration; and
2. ~~Purpose of~~ *When and how to administer* the medication.

~~The~~ *All* medication shall be delivered in person to either the school nurse or designated school personnel by the parent/guardian of the student unless the medication ~~must be retained by the student for immediate self-administration~~ *is exempt by Tennessee law to be self-carry and authorized by the prescribing health care practioner.*

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent/guardian in student's record;

3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent/guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent/guardian is responsible for informing the designated official of any change in the student's health or change in medication.

A copy of this policy shall be provided to a parent/guardian upon receipt of a request for long-term administration of medication.

STUDENTS WITH ANAPHYLAXIS²

A student with anaphylaxis is entitled to possess and self-administer prescription anaphylaxis medication while on school property or at a school-related event or activity in compliance with the requirements of T.C.A. § 49-50-1602.

The Superintendent of Schools/designee shall develop procedures for a student with anaphylaxis to possess and self-administer prescription anaphylaxis in compliance with the requirements of state law.

BLOOD GLUCOSE SELF-CHECKS³

Upon written request of a parent/guardian and if included in the student's medical management plan and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).⁴

STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS⁵

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed healthcare provider without additional assistance or direction. *With written authorization from the healthcare provider and parent, a student with pancreatic insufficiency or cystic fibrosis shall be allowed to carry and self-administer prescribed pancreatic enzymes.* The Superintendent of Schools/designee shall develop procedures for the development of an IHP for every student that wishes to self-administer.

1 STUDENTS WITH ADRENAL INSUFFICIENCY⁶

2 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of
3 the student's diagnosis. Once notified, the district shall observe the following procedure:

- 4 1. The district shall train school personnel ~~who will be responsible for administering the~~
5 ~~medication~~ for on the treatment of adrenal insufficiency *if the prescribing healthcare provider*
6 *authorizes in writing to* and any who volunteer to administer the medication.
7
- 8 2. The district shall maintain a record of all school personnel who have completed this training.
9
- 10 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care
11 professional may administer the prescribed medication to the student. If a school nurse or other
12 licensed health care professional is not immediately available, trained school personnel may
13 administer the prescribed medication.

14 The Superintendent of Schools/designee shall develop procedures on the administration of medications
15 that treat adrenal insufficiency, including the treatment of an adrenal crisis while on school
16 transportation and during activities such as field trips, and recordkeeping per state law.

Legal References

1. TCA 49-50-1602; TRR/MS 0520-01-13.03
2. *TCA 49-50-1602; State Board of Education Policy 4.205*
3. *TCA 49-50-1602(d)(7)*
4. *State Board of Education Policy 4.205; TRR/MS 0800-01-10*
5. *TCA 49-50-1601*
6. *TRR/MS 0520-01-13; State Board of Education Policy 4.205*

Cross References

Promoting Student Welfare 6.400
Emergency Allergy Response Plan 6.412