



Williamson County Board Policy Committee

April 1, 2024 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

1. Agenda

2. Board Policies Second Reading

a. 6.200 Attendance

3. Board Policies First Reading

a. 4.403 Library Materials

b. 4.409 Online Learning Program

Williamson County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 09/14/23
		Rescinds: 6.200	Issued: 11/18/19

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present
2 each day school is in session. The Superintendent of Schools/designee shall develop appropriate
3 administrative procedures to implement this policy.

4 The attendance supervisor shall oversee the entire attendance program which shall include:¹

- 5 1. All accounting and reporting procedures and their dissemination;
- 6 2. Alternative program options for students who severely fail to meet minimum attendance
7 requirements;
- 8 3. Ensuring that all school age children attend school;
- 9 4. Providing documentation of enrollment status upon request for students applying for new or
10 reinstatement of driver's permit or license; and
11
- 12 5. Notifying the Department of Safety whenever a student with a driver's permit or license
13 withdraws from school.²

14 Student attendance records shall be given the same level of confidentiality as other student records. Only
15 authorized school officials with legitimate educational purposes may have access to student information
16 without the consent of the student or parent(s)/guardian(s).³

17 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
18 Excused absences shall include:⁴

- 19 1. Personal illness/injury (The Principal may require a doctor's statement);
20
- 21 2. Illness of immediate family member which requires absence of the student from school (The
22 Principal may require a doctor's statement);
23
- 24 3. Death in the immediate family of the student (should not exceed 5 days);
25
- 26 4. Extreme weather conditions;
27
- 28 5. Religious holidays regularly observed by persons of the student's faith⁵ (The Principal may
29 require a statement from the minister or other person recognized by the given religious group);
30

- 1 6. Pregnancy;
- 2
- 3 7. School-endorsed activities;
- 4
- 5 8. Summons, subpoena, or court order; ~~or~~
- 6
- 7 9. Circumstances which in the judgment of the principal warrant absence from school and over
- 8 which the student has no control; *or*
- 9
- 10 ***10. Up to five (5) absences over the school year with a note from a parent or guardian that will***
- 11 ***be deemed excused as long as the student has no unexcused absences.***

12 The principal/designee shall be responsible for ensuring that:⁶

- 13 1. Attendance is checked and reported daily for each class;
- 14
- 15 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 16 for the majority of the day;
- 17
- 18 3. All student absences are verified;
- 19
- 20 4. Written excuses are submitted for absences and tardiness; and
- 21
- 22 5. System-wide procedures for accounting and reporting are followed.

23 TRUANCY

24 *General*

25 Annually, the Superintendent of Schools/designee will provide written notice to parent(s)/guardian(s)
26 that attendance at school is required. Students shall be present at least fifty percent (50%) of the
27 scheduled school day in order to be counted present. Students may attend part-time days, alternating
28 days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan
29 and shall be considered present for school attendance purposes. If a student is required to participate in
30 a remedial instruction program outside of the regular school day where there is no cost to the
31 parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these
32 programs shall be reported in the same manner.⁷

33 A student who is absent five (5) days without adequate excuse shall be reported to the Superintendent of
34 Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
35 absence. If a parent does not provide documentation within adequate time excusing those absences, or
36 request an attendance hearing, then the Superintendent of Schools shall implement the progressive
37 truancy intervention plan described below prior to referral to juvenile court.

38 *Progressive Truancy Intervention Plan*⁸

39 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
40 implemented.

1 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide
2 prevention-oriented supports to assist with satisfactory attendance.

3 **Tier II**

4 This tier of the progressive truancy plan shall be implemented after the student accumulates five (5)
5 unexcused absences, but before referral to juvenile court, and includes the following:

- 6 1. A conference with the student and the student's parent(s)/guardian(s);
7
- 8 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
9 and the Attendance Supervisor/designee. The contract shall include:
 - 10 a. A specific description of the school's attendance expectations for the student;
 - 11 b. The period for which the contract is effective; and
 - 12 c. Penalties for additional absences and alleged school offenses, including additional
13 disciplinary action and potential referral to juvenile court.
14
- 15 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
16
- 17 4. A school employee shall conduct an individualized assessment detailing the reasons a student
18 has been absent from school. The employee may refer the student to counseling, community-
19 based services, or other services to address the student's attendance problems.
20

21 **Tier III**

22 This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

23 These interventions shall be determined by a team formed at each school. The interventions shall
24 address student needs in an age-appropriate manner. Finalized plans shall be approved by the
25 Superintendent of Schools/designee.

26 **MILITARY SERVICE OF PARENT/GUARDIAN⁹**

27 School principals shall provide students with a one-day excused absence prior to the deployment of and
28 a one-day excused absence upon the return of a parent or custodian serving active military service.

29 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
30 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
31 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork
32 missed during these absences.

33 **MAKE-UP WORK**

34 Any student whose absence is unexcused will be expected to make up the work missed or due on dates
35 of absence.

1 All missed class work or tests from absences may be made up provided that the student makes the
2 request immediately upon returning to school and provided class time is not taken from other students.

3 **CREDIT/PROMOTION DENIAL**

4 Credit/promotion denial determinations may include student attendance; however, student attendance
5 may not be the sole criterion.¹⁰ If attendance is a factor prior to credit/promotion denial, the following
6 shall occur:

7 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of
8 credit/promotion denial due to excessive absenteeism.

9
10 2. Procedures in due process are available to the student when credit or promotion is denied.

11 **DRIVER'S LICENSE REVOCATION²**

12 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any
13 semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age.

14 ***NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY¹¹***

15 *A principal/designee may excuse a student to participate in non-school sponsored extracurricular*
16 *activities. The principal shall document the approval in writing and shall excuse no more than ten*
17 *(10) absences each school year. No later than seven (7) business days prior to the student's absence,*
18 *the student shall provide documentation to the school as proof of the student's participation along*
19 *with a written request for the excused absence from the student's parent/guardian. The request shall*
20 *include the following:*

21 *1. Student's name and personal identification number;*

22 *2. Student's grade;*

23 *3. The dates of the student's absence;*

24 *4. The reason for the student's absence; and*

25 *5. The signatures of the student and parent/guardian.*

26 **ATTENDANCE HEARING¹²**

27 Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion
28 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
29 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided
30 written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.
31 The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an
32 absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass
33 the course or be promoted. Upon notification of the attendance committee's decision, the principal shall

- 1 send written notification to the Superintendent of Schools/designee and the parent(s)/guardian(s) of the
- 2 student of any action taken regarding the excessive unexcused absences. The notification shall advise
- 3 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Superintendent
- 4 of Schools/designee.

- 5 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

- 6 Within five (5) school days of the Superintendent of Schools/designee rendering a decision, the student's
- 7 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
- 8 Following the review, the Board may affirm or overturn the decision of the Superintendent of
- 9 Schools/designee. The action of the Board shall be final.

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3019
10. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
11. [TCA 49-6-3022](#)
12. [TRR/MS 0520-01-02-.17\(7\)](#)

Cross References

- School Calendar 1.800
- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips 4.302
- Promotion and Retention 4.603
- Homeless Students 6.503
- Students in Foster Care 6.505
- Students from Military Families 6.506
- Student Records 6.600

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 05/15/23
		Rescinds: 4.403	Issued: 04/16/19

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

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.¹ ~~The library collection shall~~ ***Prior***
9 ***to placing new material in the school library (or in the library collection of a classroom), the***
10 ***responsible librarian or teacher shall determine that the material*** adheres to the following criteria,
11 ***using the Library Materials Decision Tree:***

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

23 School librarians shall be responsible for periodically reviewing the district's library materials physically
24 located in the school's library in line with ***the above criteria***. ~~these established standards.~~ Classroom
25 teachers shall be responsible for periodically reviewing the library materials physically located in the
26 teacher's classroom in line with ***the above criteria***. ~~these established standards.~~ ***Each year, each school***
27 ***librarian and classroom teacher shall review at least fifteen percent (15%) of the existing books in the***
28 ***library in line with the above criteria, using the Library Materials Decision Tree as a guide, as well***
29 ***as undertaking review when a concern about any particular existing book is presented by a current***
30 ***WCS employee, student, or parent/guardian. A current WCS employee, student, and parent/guardian***
31 ***may also raise concerns using the Complaint process outlined below.***

32

33

1 COMPLAINTS

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

- 4 1. Inform the complainant of the selection procedures and make no commitments.
- 5
- 6 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 7
- 8 3. Inform the principal and other appropriate personnel.
- 9
- 10 4. Keep challenged materials available for use during the reconsideration process.
- 11
- 12 5. Upon receipt of the completed form, the principal shall notify the Superintendent or his/her
13 designee.
- 14
- 15 6. The principal shall request review of the challenged materials by an ad hoc materials review
16 committee within fifteen (15) days. The review committee is appointed by the principal and
17 includes certified library media personnel, representatives from classroom teachers, one or
18 more parents, and may include one or more students. The principal will inform the
19 Superintendent or his/her designee of the review committee's progress.
- 20
- 21 7. The review committee shall take the following steps after receiving the challenged materials:
22
 - 23 a. Read, view, or listen to the contested material in its entirety;
 - 24 b. Check general acceptance of the material by reading recognized and evaluative reviews;
 - 25 c. Determine the extent to which the material *is appropriate for the age and maturity*
26 *levels of the students who have access to the materials and whether the material is*
27 *suitable for, and consistent with, supports the educational mission of the school using*
28 *the Library Materials Decision Tree;*
 - 29 d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging
30 the material for its strength and value; and
 - 31 *e. Notify the complainant in writing of the decision.*
 - 32 ~~f. Present recommendation to principal and the Superintendent for further action. The~~
33 ~~Superintendent will make a recommendation to the Board.~~

34 *The complainant may appeal the decision to the Board within (10) calendar days. The Board shall*
35 *evaluate the material using the Library Materials Decision Tree as a guide and shall determine*
36 *whether the material is appropriate for the age and maturity levels of the students who have access*
37 *to the materials and whether the material is suitable for, and consistent with, the educational*
38 *mission of the school.*

39 *If it is determined that the material is not appropriate for the age and maturity levels of the students*
40 *who have access to them or is not suitable for, and consistent with, the educational mission of the*
41 *school, the material shall be removed from the library collection.*

- 1 8. ~~Board members shall review the challenged library material(s), review the recommendation~~
2 ~~presented by the review committee, and make the determination whether the material is~~
3 ~~appropriate for the age and maturity levels of the students who have access to the materials and~~
4 ~~whether the material is suitable for, and consistent with, the educational mission of the school.~~
5
6 9. ~~If it is determined that the material is not appropriate for the age and maturity levels of the~~
7 ~~students who have access to them or is not suitable for, and consistent with, the educational~~
8 ~~mission of the school, the Board shall require the school to remove the material from the library~~
9 ~~collection.~~
- 10 After the Board votes, a written notification shall be provided by the principal or assistant principal to
11 all parent(s)/guardian(s) of students in all same grade-band-level schools. The notification shall
12 include the title and author of the challenged material, the action taken by the Board, and the process
13 the parent/guardian should follow to opt his/her child out of checking out library materials.

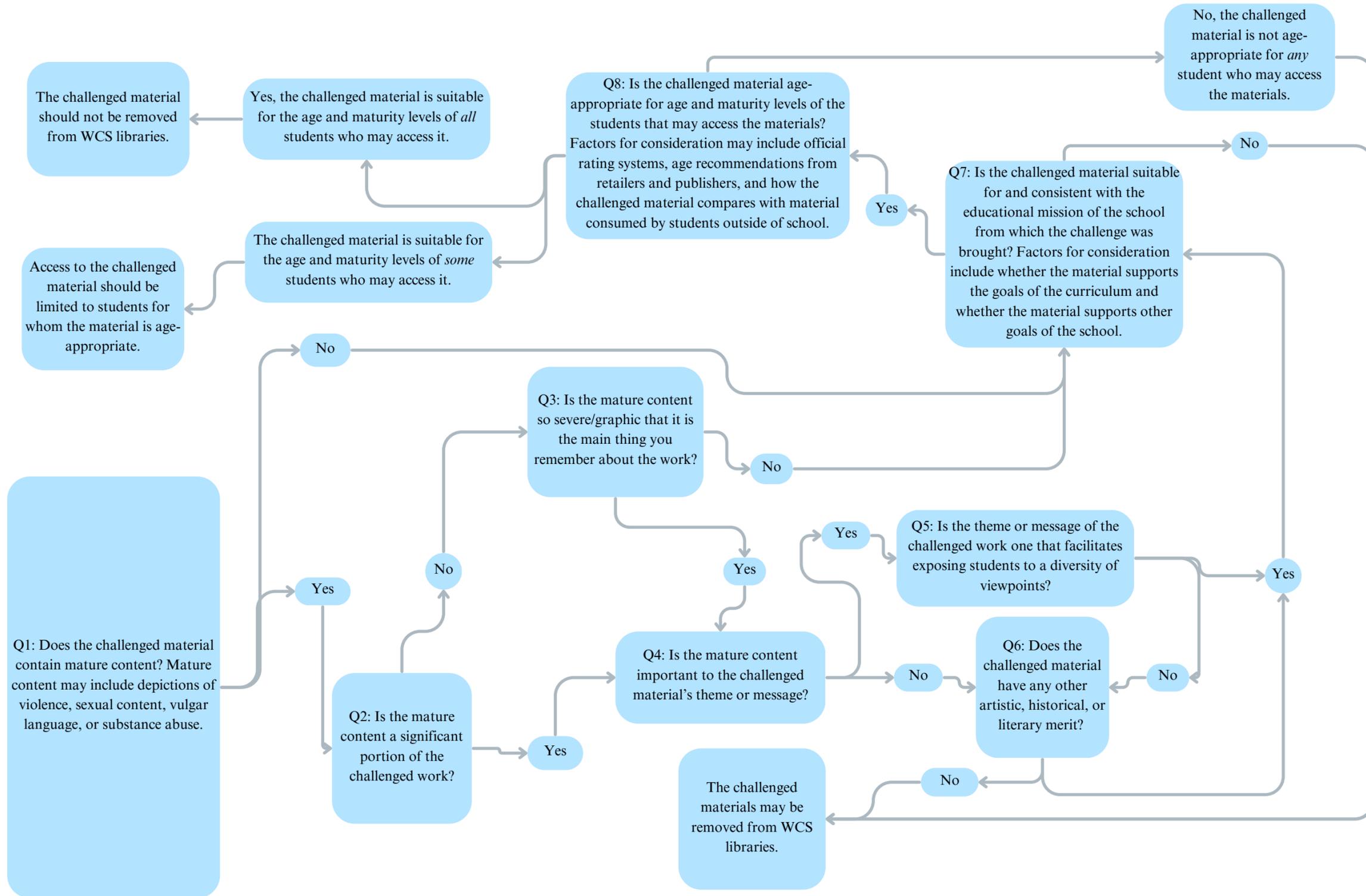
Legal References

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

Library Materials Decision Tree



Williamson County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Online Learning Program	Descriptor Code: 4.409	Issued Date: 06/17/19
		Rescinds: 4.6053	Issued: 04/16/18

1 GENERAL

2 The Board authorizes the creation of an Online Learning Program (OLP). The WCS-OLP shall consist
3 of courses taught by WCS teachers and courses provided by an approved vendor.

4 The program must comply with state law and regulations.

5 The program may allow WCS students in grades 9-12 to enroll in online courses.

6 The Superintendent will establish administrative procedures to govern the operation of the online
7 program.

8 Williamson County Schools will use online classes with the intent to provide students with alternative
9 learning opportunities. Enrollment in the online classes is a privilege, not a right. Students may be
10 denied the privilege of enrollment if their academic and behavioral record does not indicate the
11 academic ability and self-discipline needed to succeed in online classes.

12 The following guidelines shall be followed:

- 13 1. The school district shall not prohibit an enrolled student from applying to enroll in the WCS
14 Online Program (WCS-OLP) as long as the course is academically appropriate, and the
15 student's request has been approved by the school principal or designee.
16
- 17 2. Enrollment in online courses must first occur in consultation with the student's high school
18 counselor and must first be approved by the school principal or designee.
19
- 20 3. A student who enrolls in an online course not offered by WCS shall take this course through
21 the WCS approved vendor at the parents' expense. Some courses may be paid for by WCS
22 based on extenuating circumstances with prior approval only.
23
- 24 4. The school district shall grant academic credit and a letter grade that is calculated in the
25 student's grade point average for WCS online courses. For online courses not offered by WCS,
26 the course will be entered on the high school transcript *as it is listed on the transcript provided
27 by the accredited online institution.* ~~with a pass/fail grade with no grade point value.~~
28
- 29 5. A student with a disability may enroll in an online learning course or program if the student's
30 IEP team determines that online learning is appropriate for the student.

1 6. All coursework must meet the WCS scope and sequence and be aligned to the Tennessee State
2 Standards.

3 **CONFLICTS**

4 In regards to online learning opportunities, courses, and school, this board policy will supersede all
5 other WCS board policies that are in conflict with expectations set forth in this policy.