



Williamson County Board Policy Committee

June 3, 2024 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

1. Agenda

2. Board Policies Second Reading

a. 4.403 Library Materials

3. Board Policies First Reading

a. 1.2021 Code of Conduct for School Board Members

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.

3 ~~The discretion of local school boards to remove books from the shelves of school libraries must be~~
4 ~~exercised in a manner consistent with First Amendment principals.~~¹ ~~Material shall not be excluded~~
5 ~~from library collections because of doctrinal approval/disapproval or based upon disagreement with~~
6 ~~viewpoints, political ideas or social perspectives discussed in the books.~~

7 The school librarians shall be responsible for the library materials physically located in the school's
8 library. Teachers shall be responsible for library collection development for the materials maintained in
9 a teacher's classroom. Library materials are defined as print and non-print materials curated, processed,
10 and inventoried by school librarians and/or classroom teachers in collaboration with building Principals,
11 but does not include materials made available to students as part of a course curriculum. Library
12 materials shall be reviewed to ensure the content aligns with state ~~and federal~~ law.² ~~The library~~
13 ~~collection shall~~ *Prior to placing new material in the school library (or in the library collection of a*
14 *classroom), the responsible librarian or teacher shall determine that the material* adheres to the
15 following criteria, *using the Library Materials Decision Tree:*

- 16 1. Materials shall be suitable for and consistent with the educational mission of the school. Every
17 effort will be made to provide materials that present many points of view concerning the
18 problems and issues of our times--international, national, and local. ~~Instructional materials of~~
19 ~~sound factual authority shall not be proscribed or removed from library shelves or classrooms~~
20 ~~because of partisan or doctrinal approval/disapproval.~~
- 21 2. *Materials shall be appropriate for the age and maturity levels of the students who may access*
22 *them. The determining factor will be based on an assessment of any mature themes or content.*
23 ~~(i.e., violence, sexual content, vulgar language, substance abuse).~~ *Material should not be*
24 *excluded from library collections based upon disagreement with viewpoints, political ideas or*
25 *social perspectives discussed in the books.*

26
27 *State law provides that materials containing any of the following are not appropriate for the*
28 *age or maturity level of a student in any of the grades K-12 and "must not be maintained in a*
29 *school's library collection":*

- 30
31 *(a) Excess violence, meaning the depiction of acts of violence in such a graphic or*
32 *bloody manner as to exceed common limits of custom and candor, or in such a*
33 *manner that it is apparent that the predominant appeal of the material is portrayal*
34 *of violence for violence's sake;*
35

1 (b) *Nudity, meaning the showing of the human male or female genitals, pubic area,*
 2 *or buttocks with less than a fully opaque covering or the showing of the female*
 3 *breast with less than a fully opaque covering of any portion below the top of the*
 4 *nipple, or the depiction of covered male genitals in a discernibly turgid state;*

5
 6 (c) *Sadomasochistic abuse, meaning flagellation or torture or physical restraint by or*
 7 *upon a person for the purpose of sexual gratification of either person;*

8
 9 (d) *Sexual conduct, meaning:*

10 (i) *Patently offensive representations or descriptions of ultimate sexual acts*
 11 *(meaning sexual intercourse, anal or otherwise, fellatio, cunnilingus or sodomy),*
 12 *normal or perverted, actual or simulated. A sexual act is simulated when it depicts*
 13 *explicit sexual activity that gives the appearance of ultimate sexual acts, anal, oral or*
 14 *genital.*

15 (ii) *Patently offensive representations or descriptions of masturbation,*
 16 *excretory functions, and lewd exhibition of the genitals;*

17
 18 (e) *Sexual excitement, meaning the condition of human male or female genitals*
 19 *when in a state of sexual stimulation or arousal;*

20
 21 (f) *Patently offensive material, meaning that which goes substantially beyond*
 22 *customary limits of candor in describing or representing such matters; and*

23
 24 (g) *Material appealing to the prurient interest, meaning a shameful or morbid*
 25 *interest in sex.*

26
 27 *The definitions (a-g) provided above are included solely to track specific state law*
 28 *requirements that become effective July 1, 2024. Should these provisions be eliminated from*
 29 *state law requirements, whether by legislative amendment or action of a court of competent*
 30 *jurisdiction, they shall be considered eliminated from this policy effective as of the date of*
 31 *such change in the law.*

32
 33 3. Materials shall contain literary, historical, *scientific* and/or artistic value and merit.

34 School librarians shall be responsible for periodically reviewing the district's library materials physically
 35 located in the school's library in line with *the above criteria*. ~~these established standards. Classroom~~
 36 ~~teachers shall be responsible for periodically reviewing the library materials physically located in the~~
 37 ~~teacher's classroom in line with the above criteria. these established standards.~~ *Each year, each school*
 38 *librarian and classroom teacher shall review at least fifteen ten percent (1510%) of the existing books*
 39 *materials in the library in line with the above criteria, using the Library Materials Decision Tree as a*
 40 *guide, as well as undertaking review when a concern about any particular existing book is presented*
 41 *by a current WCS employee, student, or parent/guardian. A current WCS employee, student, and*
 42 *parent/guardian may also raise concerns using the Complaint process outlined below. Classroom*
 43 *teachers shall be responsible for periodically reviewing the library materials physically located in the*
 44 *teacher's classroom in line with the above schedule and criteria.*

1 COMPLAINTS/FEEDBACK

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.~~ *1. The individual who receives the complaint shall* inform the *principal, who shall advise the*
5 complainant of the selection procedures and ~~make no commitments.~~ *request that the*
6 *complainant submit a Request for Reconsideration of Library Materials form outlining the*
7 *individual's specific feedback related to the material in question, including specific*
8 *objections to the content of the materials.*

9
10 ~~2.~~ Request the complainant to submit a Request for Reconsideration of Library Materials form.

11
12 ~~3.~~ *2. Upon receipt submission of the Request for Reconsideration form, the* Inform the principal
13 *shall inform the Superintendent of Schools, who shall inform the Board Chair.* and other
14 ~~appropriate personnel.~~ *The Principal shall also inform the school librarian, who will review*
15 *the material in question in order to make a recommendation to the Board.*

16
17 ~~4.~~ *3. The* Keep-challenged materials *shall remain* available for use during the reconsideration
18 process.

19
20 ~~5.~~ Upon receipt of the completed form, the principal shall notify the Superintendent or his/her
21 designee.

22
23 ~~6.~~ The principal shall request review of the challenged materials by an ad hoc materials review
24 committee within fifteen (15) days. The ad hoc review committee is appointed by the principal
25 and includes certified library media personnel, representatives from classroom teachers, one or
26 more parents, and may include one or more students. The principal will inform the
27 Superintendent or his/her designee of the review committee's progress.

28
29 ~~4.~~ The *Board of Education* ad hoc review committee shall *receive the feedback via the Request*
30 *for Reconsideration form at its next regularly scheduled meeting following submission of the*
31 *Request for Reconsideration form. The Board shall* take the following steps *within sixty (60)*
32 *days* after receiving the *Request for Reconsideration form at the regularly scheduled*
33 *meeting* challenged materials:

- 34
35 a. Read, view, or listen to the contested material in its entirety;
36 b. Check general acceptance of the material by reading recognized and evaluative reviews,
37 *including but not limited to any recommendation from the school librarian;*
38 c. Determine the extent to which the material *is appropriate for the age and maturity*
39 *levels of the students who have access to the materials and whether the material is*
40 *suitable for, and consistent with,* supports the educational mission of the school *using*
41 *the Library Materials Decision Tree. State law (as outlined in numbered paragraph*
42 *2 on page 1 of this policy) enumerates specific types of material that are deemed not*
43 *appropriate for students of any age in K-12 public schools.*
44 ~~d.~~ Complete the appropriate Checklist for Reconsideration of Library Materials, judging
45 the material for its strength and value;

- 1 ~~*Determine*~~ ~~*Make a recommendation to principal regarding*~~ whether the book *meets*
2 ~~*the requirements of c., above.*~~ ~~*should be retained in;*~~ and
3 e. *Notify the complainant and Superintendent and in writing of the recommendation*
4 ~~*decision.*~~
5 f. ~~Present recommendation to principal and the Superintendent for further action. The~~
6 ~~Superintendent will make a recommendation to the Board.~~

7 ~~*If the Board does not make a determination within sixty (60) days from the date on which the*~~
8 ~~*Request for Reconsideration form was received, then the student, student's parent/guardian or*~~
9 ~~*school employee who submitted the form may request the State Textbook and Instructional*~~
10 ~~*Materials Quality Commission to evaluate the material, pursuant to Tenn. Code Ann. 49-6-2201.*~~
11 ~~*The complainant may appeal the decision to the Board within (10) calendar days. The Board shall*~~
12 ~~*evaluate the material using the Library Materials Decision Tree as a guide and shall determine*~~
13 ~~*whether the material is appropriate for the age and maturity levels of the students who have access*~~
14 ~~*to the materials and whether the material is suitable for, and consistent with, the educational*~~
15 ~~*mission of the school.*~~

16 ~~*If it is determined by the Board or by the State Textbook and Instructional Materials Quality*~~
17 ~~*Commission that the material is not appropriate for the age and maturity levels of the students who*~~
18 ~~*have access to them or is not suitable for, and consistent with, the educational mission of the school,*~~
19 ~~*the material shall be removed from the library collection.*~~

- 20 5. ~~Board members shall review the challenged library material(s), review the recommendation~~
21 ~~presented by the review committee, and make the determination whether the material is~~
22 ~~appropriate for the age and maturity levels of the students who have access to the materials and~~
23 ~~whether the material is suitable for, and consistent with, the educational mission of the school.~~
24
25 6. ~~If it is determined that the material is not appropriate for the age and maturity levels of the~~
26 ~~students who have access to them or is not suitable for, and consistent with, the educational~~
27 ~~mission of the school, the Board shall require the school to remove the material from the library~~
28 ~~collection.~~

29 After the Board votes, a written notification shall be provided by the principal or assistant principal to
30 all parent(s)/guardian(s) of students in all same grade-band-level schools. The notification shall
31 include the title and author of the challenged material, the action taken by the Board, and the process
32 the parent/guardian should follow to opt his/her child out of checking out library materials.

33 ~~*An employee, student, or parent/guardian may appeal a determination made by the Board to remove*~~
34 ~~*a book from any school library pursuant to this policy. The appeal is to the State Textbook and*~~
35 ~~*Instructional Materials Quality Commission, and the process may be found at*~~
36 ~~*[https://www.tn.gov/content/dam/tn/education/textbook/commission/TBC_Library_Guidance_Docum](https://www.tn.gov/content/dam/tn/education/textbook/commission/TBC_Library_Guidance_Document.pdf)*~~
37 ~~*ent.pdf*~~

38 ~~*The decision of the Board or of the State Textbook and Instructional Materials Quality Commission*~~
39 ~~*regarding any particular book shall be binding for a minimum of two (2) years from the date of final*~~
40 ~~*determination. Any book removed from a school library by the Board or the State Textbook and*~~

1 *Instructional Materials Quality Commission pursuant to this policy shall be removed from all*
2 *District schools in the corresponding grade band(s).*

3
4 *The amendments to this policy shall become effective July 1, 2024.*

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Legal References

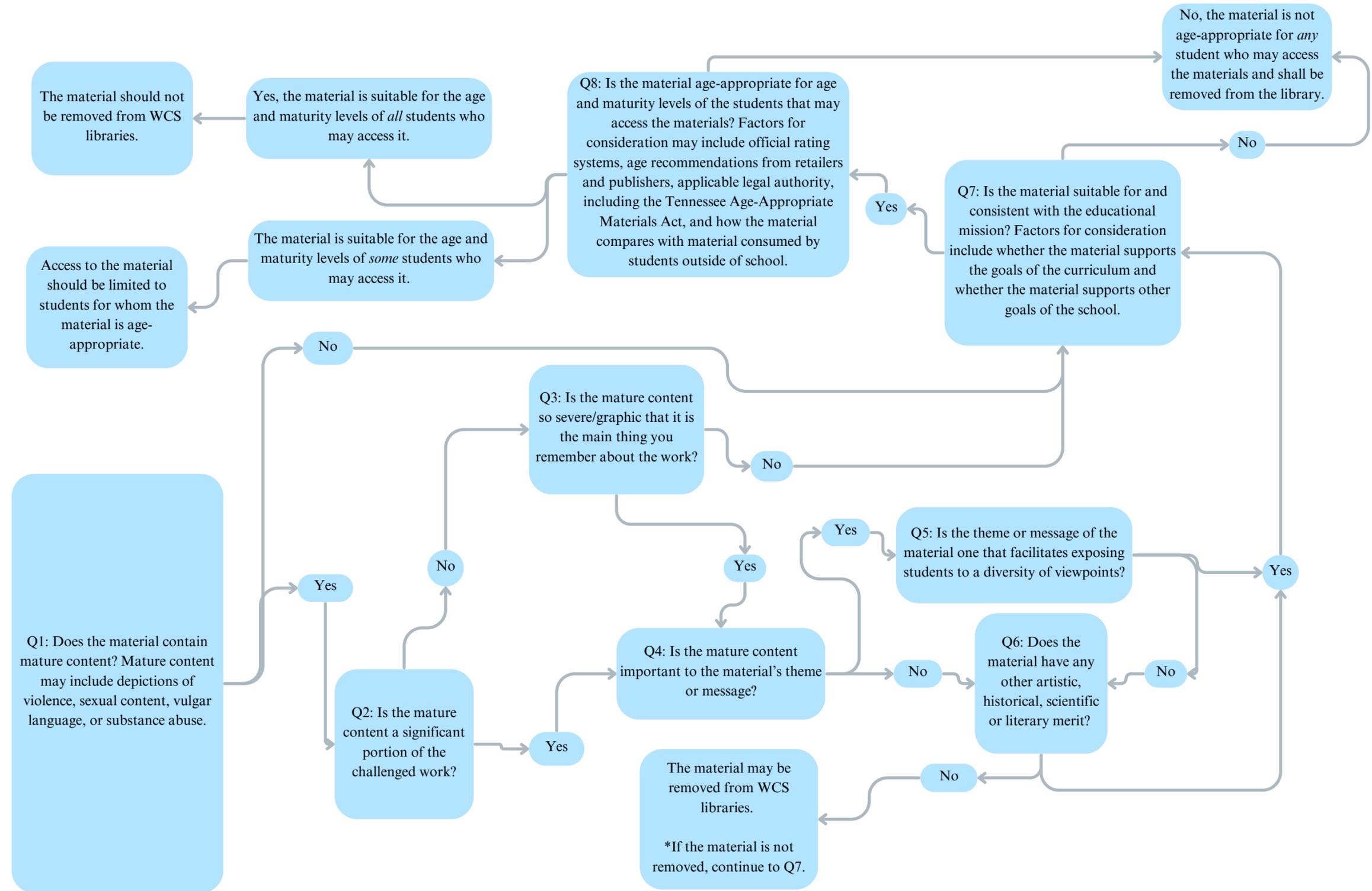
1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982).
2. ***TCA 49-6-3803***

Cross References

Textbooks and Instructional Materials 4.401

Standard Operating Procedure 4.103.2p as referenced in WCBOE Policy 4.403

Library Materials Decision Tree



Williamson County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Code of Conduct for School Board Members	Descriptor Code: 1.2021	Issued Date: 11/28/22
		Rescinds: 1.1061	Issued: 11/15/2021

ARTICLE I. MY RELATIONS TO OUR STUDENTS

Section 1. I will at all times think in terms of “students first,” always determining other important things according to how they affect the education and development of students.

Section 2. I will seek to provide equal opportunities for all students in academics, the arts, and athletics.

ARTICLE II. MY RELATIONS WITH OUR COMMUNITY

Section 1. I will fairly appraise and support both present and future educational needs.

Section 2. I will represent at all times the entire school community ~~and refuse to represent special interests or partisan politics.~~

Section 3. I will maintain open lines of communication with the community.

Section 4. I will refrain from using district resources to actively campaign for any candidate for elected office.

Section 5. I will refer to other board members, staff, students, and the public with respect when using social media.

ARTICLE III. MY RELATIONS TO OUR DISTRICT EMPLOYEES

Section 1. I will support the employment of those persons best qualified to serve in our district.

Section 2. I will strive to secure resources that allow our employees to perform with excellence.

Section 3. I will celebrate employee accomplishments and refrain from public critique.

ARTICLE IV. MY RELATIONS WITH OTHER BOARD MEMBERS

Section 1. I will recognize that authority rests only with the Board in official meetings and that the individual member has no legal status outside of such meetings.

Section 2. I will at all times comply with the Tennessee Open Meetings Act (the “Sunshine Law”).

Section 3. I will make final decisions only after full discussion of matters at a Board meeting.

Section 4. I will respect the opinion of other members and will accept the principle of “majority rule.”

1 **Section 5.** I will attend all regularly scheduled Board meetings, insofar as possible, and become
2 informed concerning the issues to be considered at those meetings.

3 **Section 6.** I will work with other Board members to establish effective Board policies and to delegate
4 authority for the administration of the schools to the Superintendent.

5 **Section 7.** I will refrain from public critique of fellow board members, outside of Board deliberations,
6 in any other public forum, including social media.

7 **ARTICLE V. MY RELATIONS WITH OUR SUPERINTENDENT**

8 **Section 1.** I will support full administrative authority as well as responsibility for the Superintendent
9 to properly discharge all professional duties.

10 **Section 2.** I will support Superintendent accountability for working and requiring staff to work within
11 the framework of policies set by the Board.

12 **Section 3.** I will refer all complaints and concerns to the Superintendent.

13 **Section 4.** I will refrain from public critique of the Superintendent outside Board deliberations, in any
14 other public forum, including social media.

15 **ARTICLE VI. MY RELATIONS TO MYSELF**

16 **Section 1.** I will inform myself about my duties and responsibilities and current educational issues by
17 individual study and through participation in programs providing needed information.

18 **Section 2.** I will avoid being placed in a position of conflict of interest.

19 **Section 3.** I will refrain from using my position on the Board for personal ~~or partisan~~ gain.

20 **Section 4.** I will take no action that will compromise the Board, the District or administration.

21 **Section 5.** I will respect the confidentiality of information that is privileged under applicable law.

22 **Section 6.** I will avoid putting myself in situations that might give the appearance of speaking for the
23 entire Board. However, the Board Chair shall speak for the Board when acting as the official
24 spokesperson pursuant to WCSB policy 1.502.