



Williamson County Board Policy Committee

October 5, 2026 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

Policy Chair — Kimberly Calcote

Policy Committee — Tony Bostic, Randy Allen, Dennis Driggers, Margie Padgett, Jennifer Konyn

1. Agenda

2. Board Policies First Reading

- a. 1.703 School Attendance Areas, Zoning and Non Resident Students
- b. 4.211 Work Based Learning Program
- c. 5.801 Superintendent Selection and Recruitment

Williamson County Board of Education

Monitoring:

Review: Annually, in August

Descriptor Term:

School Attendance Areas, Zoning and Nonresident Students

Descriptor Code:

1.703

Issued Date:

10/19/26

Rescinds:

1.703

Issued:

03/27/23

1 General

2 All out-of-zone requests must be submitted for approval **within 45 days after the out-of zone process**
3 **begins, unless related to residential move.**

4 Except as provided in this policy, no out-of-district student will be eligible to attend Williamson
5 County Schools.¹ The Williamson County Board of Education will provide transportation to all
6 students attending the assigned school within an attendance transportation zone. Transportation to any
7 school outside the attendance transportation zone will be the responsibility of the parent or guardian.
8 Transportation exceptions may be made for groups of students as needed for the best interests of the
9 district when approved in advance by the Board.

10 Out-of-zone approvals are granted to continue through the highest grade level of the school unless
11 rescinded by the principal for failure to follow school procedures. A sibling of a student currently
12 enrolled in an out-of-zone school and who will be enrolled in that school the upcoming school year
13 may enroll in that same school, even if the school zone has closed. A sibling request must be submitted
14 for approval **within 45 days after the out-of zone process begins.**

15 ESTABLISHING TRANSPORTATION ZONES

16 Prior to any vote concerning transportation zone changes, the Board shall establish parameters as
17 direction for WCS staff rezoning proposals.

18 OUT OF ZONE PROCESS

19 **General:** Students residing in Williamson County, including Franklin Special School District, may be
20 approved to attend a school outside their attendance transportation zone provided that school is an open
21 zoned school and the student has been recommended by the out-of-zone principal. Other approvals for
22 out-of-zone requests may be made and approved under other guidelines within this policy. The reason
23 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
26 (I.B.) program or a series of courses in the career/technical area. Failure to register for the approved
27 course of study or approved curriculum will cause the student to be returned to the zoned school
28 immediately. Further, the student shall continue to enroll in the approved course of study or curriculum
29 needs until requirements are met to graduate. With the exception of the I.B. program, students
30 requesting to attend an out of zone school shall be denied if the school's base building capacity is

exceeded or will be exceeded in the coming school year, and/or if oversized classes in the approved course of study or approved curriculum will result.

OPEN ZONED SCHOOLS

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.

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 9th 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.

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.

Violators of this policy (i.e., students using incorrect addresses, aliases, etc.) will be reassigned to their school of zone immediately.

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.

MOVING TO ZONE

A student residing in Williamson County may enroll in another Williamson County School District 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).

A non-resident student may enroll in Williamson County school if the parents provide to the principal prior to enrollment a notarized statement of intent to reside in the Williamson County School District during the forthcoming semester, with supporting documentation submitted to validate intent to reside. Approval may be granted on a semester basis only. A family tuition rate applicable to families who have shown this documentation shall be established by the School Board. This rate shall be established by the school board each year and shall be based on the previous year's financial expenditures.

EXCEPTIONS WCS AND WILLIAMSON COUNTY EMPLOYEES (RESIDENT)

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

WCS AND WILLIAMSON COUNTY EMPLOYEES (NON-RESIDENT)

Williamson County Board of Education or Williamson County employees who reside outside Williamson County but who work full-time in a work assignment located in a WCS school, office, or facility are eligible, at the Board established tuition rate, to have children in their legal and physical custody and stepchildren who live in their home to attend any school within the high school feeder zone in which the employee's work assignment is located. If there is more than one feeder school, the out-of-zone approval is at the discretion of the principals of the feeder schools involved. These employees may also apply for other schools through the Out of Zone or Open Zoned Schools processes described in this policy.

If employment is terminated and the employee is not a resident of Williamson County, the child may complete the school year in the Williamson County School. A high school student classified as a second semester junior or as a senior may complete the senior year, totally or in part, with the payment of tuition required on a semester basis.

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

GRANDFATHER PROVISION:

1. REZONING FOR EXISTING

Students re-zoned due to the rezoning of an existing school may request 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 10th, 11th, and 12th grade students

Requests should be submitted **for approval within 45 days after the out-of zone process begins**. Parents are responsible for transportation to the out-of-zone school.

2. OPENING NEW SCHOOLS

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

- Elementary School: rising 5th grade students
- Middle School: rising 8th grade students

- High School: rising 11th and 12th grade students

Requests should be submitted **for approval within 45 days after the out-of zone process begins**. Parents are responsible for transportation to the out-of-zone school.

3. RELOCATION WITHIN WILLIAMSON COUNTY SCHOOLS

Rising 5th grade, 7th, 8th grade, 10th, 11th grade and 12th grade students currently attending a school and who move out of their transportation zone and maintain residence within Williamson County may 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 15th.~~ 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.

SIBLINGS

When a student is attending an out-of-zone school, that student and his siblings may attend through the highest grade level of that school, provided that each newly enrolling sibling must **be submitted for approval within 45 days after the out-of zone process begins**. Any such attendance may be denied or rescinded by the principal for failure to follow school procedures. A sibling may only apply to attend an out-of-zone school if there is a sibling currently attending that school who will be enrolled in that school the upcoming school year.

TRANSFERS

No transfers from one county school to another will be permitted during the school year unless approved through the Renaissance High School application process.

RETURN TO ZONED SCHOOL

Requests for students to return to their transportation zoned school will be reviewed by a staff committee appointed by the Superintendent for determination to be made at the semester end. Any student as determined by the principal as violating school rules may be returned to the zoned school at the end of any semester.

PRIMARY RESIDENCE OUTSIDE COUNTY BUT SUBJECT TO WILLIAMSON COUNTY PROPERTY TAX

Children of custodial parents who are registered to vote in Williamson County pursuant to the out-of-county voting provisions of T.C.A. § 2-2-122(d) may attend Williamson County Schools with no payment of tuition. Said children shall be zoned to the school whose zone includes the Williamson County property nearest that parent's residence.

APPEALS

Any appeal for exception to this policy or determination of the proper application of the policy shall be reviewed by a special committee, including at least one Board member, appointed by the Superintendent. The committee shall consider appeals based on a student's specific curricular and/or documented needs. Principals shall review all specific curricular exceptions annually; when the conditions upon which the exception was granted are not adhered to, the out-of-zone approval shall be revoked. The decision of the special committee regarding appeals is final.

RENAISSANCE HIGH SCHOOL APPLICATIONS

Renaissance High School applications may be made from time to time during the school year, and admission shall be based on criteria established by the Renaissance High School Principal.

REPORT TO THE BOARD

A report shall be made to the Board annually of all students attending schools outside their transportation areas.

TUITION

Tuition will be paid in full by approved out-of-county students on a semester basis prior to enrollment in any semester (e.g., 50% of the annual tuition rate). Tuition will be refunded in full for the semester when the student establishes documented permanent residence within Williamson County at any time during the semester. No refund will be made if residence has not been established by the end of the semester.

Any student (K-12) who moves out of Williamson County during the school year may complete that school year in the Williamson County School System. No tuition will be charged for a current semester in progress; however, tuition must be paid for any new semester enrolled (e.g., student moves October 3 or November 10, no tuition would be paid for first semester; tuition would be paid for the second semester).

Any high school student classified as a second semester junior or as a senior who moves out of the county may complete the senior year, totally or in part, with the payment of tuition required on a semester basis.

Legal References

1. [TCA 49-6-403\(c\)](#)

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Work-Based Learning Program	Descriptor Code: 4.211	Issued Date: 01/22/24
		Rescinds: 4.211	Issued: 06/17/19

A work-based learning program is provided by Williamson County Schools (“WCS”) for all students according to policies and procedures of the Tennessee State Board of Education, and as described in the Tennessee State Department of Education Work-Based Learning Policy Guide.¹

Structured work-based learning experiences may include registered apprenticeships, cooperative education, transition, internships, school-based enterprises, health science clinicals, service learning, job shadowing, and career practicum courses. Structured learning experiences must be related to the student’s Career and Technical Education Focus area or to the student’s career goals and must provide for close student supervision.

Safeguards, identified by local, federal or state agencies, will be implemented to protect students and current employees. When appropriate, the Williamson County Risk Management Department will be consulted with and made aware of work-based learning programs.

Any activity to be considered a “work-based learning activity” should meet each of the basic prerequisite criteria listed below.

1. The student must secure a Work-Based Learning placement (job) related to the student’s CTE Elective Focus or career interest that will be an extraordinary capstone experience taking the place of a high school course.
2. The student must complete the Work-Based Learning application.
3. The student must be a junior or senior and have approval of the appropriate Work-Based Learning Coordinator, Principal (designee), and Executive Director of Career and Technical Education.
4. The student must have passed all courses the previous semester and maintain passing status in all courses while enrolled in Work-Based Learning.
5. The student must have satisfactory record of grades, attendance, and behavior.
6. The student must have no more than five (5) unexcused absences per the truancy laws of the State of Tennessee while participating in the Work-Based Learning program. Students not meeting this standard at the end of the semester may not be permitted to continue in the Work-Based Learning program during the next semester.
7. The student must have reliable transportation to the placement site.

- 1 8. A student will earn the first credit of Work-Based Learning through 2 periods of classroom
2 instruction and 3 hours minimum at their placement.
3 For each additional credit, up to 6 total credits annually (credits 2-6), students will be required
4 to complete a minimum of 5 hours per week of work per credit.
5 ~~8. The student must average five (5) hours per week for 1 credit in Work-Based Learning or ten~~
6 ~~(10) hours per week for 2 credits in Work-Based Learning.~~

7 ~~The following student eligibility standards will be required:~~

- 8 ~~1. Students participating in a school-approved experience must have passed all courses from the~~
9 ~~prior semester and pass all courses while enrolled in Work-Based Learning.~~
10 ~~2. Students must maintain a job and school attendance rate of no more than five (5) unexcused~~
11 ~~absences while participating in a school-approved experience.~~

12 For students eligible for special education, more stringent eligibility requirements shall not go beyond
13 state and/or federal regulations that pertain to special education support services. Individualized
14 Education Plans (IEPs), which include a transition plan, will be the determining factor for participation
15 in work-based learning.

Legal References

1. TCA 49-6-420; State Board of Education Policy 2.103; TN State Dept. of Ed. Work-Based Learning Policy Guide (2017).

Cross References

Insurance Management 3.600

Williamson County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Superintendent of Schools Recruitment and Selection <u>Superintendent Recruitment and Selection</u>	Descriptor Code: 5.801	Issued Date: <u>06/06/14</u> <u>10/19/26</u>
		Rescinds: 5.801	Issued: <u>10/20/08</u> <u>06/06/14</u>

When a vacancy occurs, the appointment of a Superintendent ~~of Schools~~ is a function of the Board.¹ The Board is responsible for finding the person it believes can most effectively translate into action the policies of the Board and the goals of the community and the professional staff.

The Board may employ a consultant to advise and assist the Board in the search and selection process. However, final selection shall rest with the Board after a thorough consideration of qualified applicants.

An Interim Superintendent appointed during the time of a search shall not become a candidate unless the Board expressly permits such inclusion in the selection process. A board member may not apply for or in any other way be considered for the position of Superintendent ~~of Schools~~.²

If the Board chooses to conduct a search to fill the position, the Board shall initially develop the following:^{3,4}

1. A job description;
2. A timeline;³
3. A process for accepting and reviewing applications in accordance with Tennessee law, including a process for handling public records versus confidential material not open to public inspection;⁴ and
4. Selection procedures which shall include, but not be limited to, the following:³
 - a. ~~The Board may invite the community to participate in the process of selecting a Superintendent of Schools. Resumes of persons interviewed by the Board shall be available in the central office for public inspection. A decision on whether an executive session will be conducted for the purpose of interviewing applicants for Superintendent. If the Board does decide to conduct an executive session for that purpose, the Board shall record minutes which disclose all persons who were in attendance, with the exception of the applicants who attended for the purpose of being interviewed by the Board. The Board shall limit attendance at the executive sessions to Board members, relevant Williamson County Schools staff invited by the Board, and the applicants for Superintendent. In accordance with Tennessee law, the Board is not required to provide public notice of such executive sessions. All hiring decisions, voting, and deliberations~~

1 shall occur during public meetings.⁴

2
3 ~~b. The interview process for each finalist shall include an interview with the entire Board,~~
4 ~~and may include meetings with various staff and community groups.~~

5
6 ~~c. Candidates shall be interviewed by the Board in an open session. Only board members~~
7 ~~will be allowed to ask questions during the interview.~~

8
9 ~~d.b.~~ The Board shall attempt to select a Superintendent by unanimous vote, but only a
10 majority vote of the membership of the Board shall be required for the appointment of a
11 Superintendent ~~of Schools.~~

Legal References

1. ~~T. C. A. § TCA~~ 49-2-203(a)(14)
2. ~~T. C. A. § TCA~~ 49-2-203(a)(1)(D)
3. ~~T. C. A. § TCA~~ 49-2-203(a)(134)(B)
4. T. C. A. § 8-44-102(e)