



Williamson County Board Policy Committee

June 2, 2025 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

Policy Chair - Jay Galbreath

Policy Committee - Drason Beasley, Donna Clements, Dennis Driggers, Margie Johnson and Melissa Wyatt

1. Agenda

2. Board Policies Second Reading

- a. 4.601 Student and Parent/Guardian Rights to Access Tests and Quizzes
- b. 6.411 Student Wellness

3. Board Policies First and Final Reading

- a. 4.700 Testing Programs
- b. 4.7002 Middle School Examinations
- c. 6.312 Wireless Communications (NEW)



POLICY REVIEW OR CREATION REQUEST

This form will be completed for all new policies and all recommendations for revisions to or deletions of policies of the Williamson County Board of Education. Attach any information which would be helpful to understand the proposed changes or actions.

Recommended by: Staff ☐ General Counsel ☐ Board Member ☒ _____

Date Submitted to General Counsel: ___N/A_____

Recommendation: add ☒, revise ☐, or delete ☐ the following Policy number(s) and title(s):

Policy 4.601 Tests and Quizzes

Brief summary of the proposed additions or changes:

Students will be allowed to take possession of tests and quizzes after all tests for a class have been administered. Limits potentially on Common Formative assessments and Final Exams where the CFAs are carefully crafted and not easily replicated, and Final exams have little value for students for study as the material for the class ends at each semester.

Brief justification of why additions or changes needed or required:

Current Practice is that students may not take possession of tests and most quizzes for their review outside of the classroom. This practice is in place to promote “test security,” so that teachers do not have to re-make tests annually. “Test security” has its place for formative assessments and possibly final exams, however, students deserve these tests to review what they missed and to help study for final exams. And Parents need to be able to review the tests so that they may assess their student’s understanding and assist by helping the student modify study habits and potentially get additional tutoring.

Staff analysis of the proposed addition or changes in terms of the following:

Staff Recommend/Do Not Recommend approval.

Jay Galbreath

03/31/25

Name of Individual Submitting Policy for Review

Date

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Student and Parent/Guardian Rights to Access Tests and Quizzes	Descriptor Code: 4.601	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

General

Establish the rights of students and parents/guardians to access and retain academic assessments, as appropriate, and promote student learning through opportunities for reteaching and reassessment.

STUDENT PREPARATION FOR CLASSROOM ASSESSMENTS

Teachers are responsible for providing quality instruction to ensure students are prepared for assessments and understand the expectations for demonstrating proficiency.

STUDENT AND FAMILY ACCESS TO TESTS AND QUIZZES

Parents/guardians are entitled to:¹

- Review all teaching materials, instructional materials, and teaching aids used in their child's classroom; and*
- Review tests developed and graded by their child's teacher.*

*Students may review and, ~~when appropriate,~~ retain copies of their tests and quizzes after all assessments for a class section have been administered, **except in cases where test security concerns justify restricting access as outlined below.** This access supports learning through review of missed questions, parental/guardian engagement in student academic progress, and effective preparation for future assessments.*

~~If a test or quiz cannot be released due to test security and protected test items,~~ Teachers will provide specific feedback to students and parents/guardians to understand proficiency levels and remediation opportunities. Feedback examples include completing a standard analysis checklist during class review, assessment reflections, or student data tracking.

Teachers may seek prior approval from the principal to withhold specific assessments due to concerns about test security and/or the need to protect the integrity of assessments items.

Teachers must clearly communicate their classroom assessment policies to students and parents/guardians at the beginning of each course or in the course syllabus.

RETEACHING AND REASSESSMENT OF LEARNING

Teachers or teaching teams shall have a method for reteaching and reassessment for students who do not show proficiency on essential standards in their first assessment attempt. Teachers should use research-based engagement practices to encourage full effort on initial and subsequent assessment. Examples include bellringers on unmastered standards, reassessment on future assessments, individual remediation and reassessment, test corrections, strategies from the WCS Instructional Playbook, or other methods deemed appropriate by the teacher or teaching team.

EXCEPTIONS

The following assessments are exempt from this policy:

- 1. Common Formative Assessments (CFAs);*
- 2. Copyrighted Materials;*
- 3. Final Exams; and*
- 4. Performance-based Assessments.*

Legal Reference

1. TCA 49-6-7003

Williamson County Board of Education

Monitoring:

Review: Annually, in April

Descriptor Term:

Student Wellness

Descriptor Code:

6.411

Issued Date:

01/18/22

Rescinds:

6.411

Issued:

01/18/22

The Board recognizes the value of proper nutrition, physical activity, and other health-conscious practices and the impact that such practices have on student academic achievement, health, and well-being. In order to provide an environment conducive to overall student wellness, this policy shall be followed by all schools in the district.¹

COMMITMENT TO COORDINATED SCHOOL HEALTH

All schools shall implement the Centers of Disease Control and Prevention's (CDC) Coordinated School Health (CSH) approach to managing new and existing wellness related programs and services in schools and the surrounding community based on state law and State Board of Education CSH standards and guidelines. The school district's Coordinated School Health Coordinator shall be responsible for overseeing compliance with the State Board of Education CSH standards and guidelines in the school district.

SCHOOL HEALTH ADVISORY COUNCIL^{2,3}

A school district health advisory council shall be established to serve as a resource to schools for implementing policies and programs and develop an active working relationship with the county health council. The council shall consist of individuals representing the school and community, including parents, students, teachers, school administrators, health professionals, school food service representatives, and members of the public. The primary responsibilities of the council include, but are not limited to:

1. Developing, implementing, monitoring, reviewing, and as necessary, making recommendations as to physical activity and nutrition policies;
2. Ensuring all schools within the school district create and implement an action plan related to all School Health Index modules;
3. Ensuring that the results of the action plan are annually reported to the council; and
4. Ensuring that school level results include measures of progress on each indicator of the School Health Index.

The State Board of Education's Coordinated School Health and Physical Activity policies shall be used as guidance by the council to make recommendations. The Board will consider recommendations of the council in making policy changes or revisions.

1 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents,
2 community members, and administrators.² The Team will hold Healthy School Team meetings during
3 the school year to assess needs and oversee planning and implementation of school health efforts. The
4 Superintendent of Schools/designee will ensure compliance with the school wellness policy, to include
5 an assessment of the implementation of the wellness policy and the progress made in attaining the
6 policy goals. The assessment will be made available to the public.

7 COMMITMENT TO NUTRITION

8 All schools within the district shall participate in the USDA child nutrition programs, which may
9 include but not be limited to, the National School Lunch Program, the School Breakfast Program, the
10 Summer Food Service Program, and the After School Snack Program.^{4,5,6}

11 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate
12 time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be
13 encouraged. All food including vending machines, fundraising items, and concessions shall meet
14 guidelines set forth by the Healthy, Hunger-free Kids Act of 2010 and Smart Snacks in Schools.^{4,5,6}
15 The principal/designee shall be responsible for overseeing the school district's compliance with the
16 State Board of Education rules and regulations for sale of food items in the school district.^{2,5,6}

17 DISTRICT GOALS

18 The school district will promote healthy nutrition through various activities, including nutrition related
19 newsletters, informational links on the school district website, healthy eating posters and bulletin
20 boards in dining areas, and informational booths at various community functions. Nutrition education
21 will be offered as part of a standards-based program designed to provide students with the
22 knowledge and skills needed to promote and protect their health as outlined in the State Board of
23 Education Health Education and Lifetime Wellness Standards. Nutrition education will discourage
24 teachers from using high fat, sugar, and sodium foods as rewards and encourage students to start each
25 day with a healthy breakfast.

26 COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION⁷

27 The Board recognizes that physical activity is extremely important to the overall health of a child.
28 Schools shall support and promote physical activity. Physical activity may be integrated into any areas
29 of the school program.

30 Physical education classes shall be offered as part of a standards-based program designed to provide
31 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All
32 physical education classes shall comply with the State Board of Education's Physical Education
33 Standards.

34 ~~In addition to the school district's physical education program, non~~ *Unstructured* physical activity
35 ~~periods shall be offered~~ *in addition to the school district's physical education program* as required by
36 ~~state law.~~ *Elementary school students shall receive a minimum of forty-five (45) minutes of physical*
37 *activity each full school day. The unstructured physical activity periods for elementary students must*
38 *include unstructured play outside if weather permits. The following activities shall not be*

considered physical activity for elementary students: walking to and from class, time spent on an electronic device, and time spent in a physical education class.

Middle and high school students shall receive a minimum of ninety (90) minutes of physical activity each full school week. Walking to and from class shall not be considered physical activity for middle and high school students.

~~Schools shall continue to offer after-school sports and activities. Physical activity shall not be employed as a form of discipline or punishment during the school day.~~ *Physical activity shall not be withheld from a student or employed during the school day as a form of discipline or punishment.*

Schools shall continue to offer after-school sports and activities.

COMMITMENT TO CURRICULUM³

All applicable courses of study shall be based on State-approved curriculum standards.

SCHOOL HEALTH INDEX³

All schools within the district shall annually administer a baseline assessment on each of the recommended School Health Index modules. Results shall be submitted to the School Health Advisory Council and reported to the Tennessee Department of Education.

RECORD KEEPING COMPLIANCE

The school district's Coordinated School Health Coordinator shall ensure that records demonstrating compliance with community involvement requirements are maintained. The Coordinated School Health Coordinator shall additionally document that the school wellness policy and triennial assessments are made available to the public.⁸

Legal References

1. TCA 49-6-1022
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 USCA § 1758b
5. TRR/MS 0520-01-06
6. 7 CFR § 210; 7 CFR § 220
7. TCA 49-6-1021; *Public Acts of 2025, Chapter No.*
8. 7 CFR § 210.31(f)



POLICY REVIEW OR CREATION REQUEST

This form will be completed for all new policies and all recommendations for revisions to or deletions of policies of the Williamson County Board of Education. Attach any information which would be helpful to understand the proposed changes or actions.

Recommended by: Staff ☐ General Counsel ☒ Board Member ☐ _____

Date Submitted to General Counsel: ___N/A_____

Recommendation: add ☐, revise ☒, or delete ☐ the following Policy number(s) and title(s):

Policy 4.700 Testing Programs

Policy 4.7002 Middle School Examinations

Brief summary of the proposed addition or changes:

To be consistent with recent change to WCBOE policy 4.7001

Brief justification of why additions or changes needed or required:

Legal compliance.

Staff analysis of the proposed addition or changes in terms of the following:

Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

Recommend approval.

Dana M. Ausbrooks

Name of Individual Submitting Policy for Review

5/28/25_____
Date

Williamson County Schools

Monitoring: Review: Annually, in December	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 08/19/24
		Rescinds: 4.700	Issued: 02/20/24

General

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in each instructional area;
6. Assist in the screening of students with learning difficulties;¹
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.²

The Superintendent of Schools shall be responsible for planning and implementing the program which includes:

1. Determining specific purposes for each test;
2. Selecting the appropriate test to be given;
3. Establishing procedures for administering the tests;
4. Making provisions for interpreting and disseminating the results;
5. Maintaining testing information in a consistent and confidential manner; and
6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

1 State-mandated student testing programs shall be undertaken in accordance with guidelines published by
2 the State Department of Education.³

3 **WEIGHTING TCAP SCORES**

3 *Student scores for all TCAP End of Course tests shall be calculated as fifteen (15) percent of the student's
4 second semester grade, and all TCAP Grades 6-8 tests shall be calculated as ten (10) percent of the
5 student's second semester grade. Student scores for TCAP Grades 3-5 shall not be used for student grades.*

~~4 Student scores for all TCAP Grades 3-8 and End of Course tests shall be calculated as part of
5 the student's grade fifteen (15) percent.~~

6 The Williamson County School System shall use the following methodology: cube root.

7 The Superintendent of Schools may exclude these scores from students' final grades if results are not
8 received by the district at least five (5) instructional days before the end of the course.^{4,5}

8 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

9 Interest inventories shall be made available to middle and high school students. The interest
10 Inventories made available to students include assessments such as YouScience, Kuder
11 assessment, Myers-Briggs Type Indicator, the ASVAB, the College Board Career Finder, or other
12 interest or career inventory that assists students in determining the students' interest and in making
13 career decisions.

13 Career aptitude assessments shall be administered to middle schoolers in order to inform the student's
14 high school plan of study. Upon receiving the results from these assessments, the school shall provide
15 students with information on any available career and technical education opportunities in which the
16 student is eligible to participate in.

17 Prior to the dissemination of the survey to students, parent(s)/guardian(s) shall be notified of their
18 ability to review the materials. Such notification shall include information indicating the purpose of
19 the survey as well as who will have access to the results. The survey shall only be administered to
20 students under the age of eighteen (18) whose parent(s)/guardian(s) provide written, informed, and
21 voluntarily signed consent. A student who is eighteen (18) years of age or older may participate after
22 he/she provides written, informed, and voluntarily signed consent.

23 **TESTING INFORMATION AND PARENTAL CONSENT**

24 Any test directly concerned with measuring student ability or achievement through individual or group
25 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee
26 of the district without first obtaining written consent of the parent(s)/guardian(s).²

27 Results of all group tests shall be recorded on students' permanent records and shall be made available
28 to appropriate personnel in accordance with established board policies.⁷

29 No later than July 31st of each year, the Board shall publish on its website information related to state
30 and board mandated tests that will be administered during the school year. The information shall
31 include:⁸

1. The name of the test;
2. The purpose and use of the test;
3. The grade or class in which the test will be administered;
4. The tentative date or dates that the test will be administered;
5. The time and manner in which parent(s)/guardian(s) and students will be notified of the results of the test;
6. How parent(s)/guardian(s) can access the questions and answers on their student's state-required tests; and
7. If a board mandated test, how the test complements and enhances student instruction and learning and how it serves a purpose distinct from state-required tests.

Testing information shall also be placed in student handbooks or other school publications that are provided to parent(s)/guardian(s) on an annual basis.

TESTING TRANSFER STUDENTS FOR GRADE PLACEMENT FOR GRADES 1-8⁹

Students transferring from a Category IV church-related school, Category V private school, or home school shall be awarded credit upon completion of a written exam with a qualifying score. These exams shall be approved, administered, and graded by the school's principal/designee. Upon request from a parent/guardian, student scores from a nationally standardized achievement test in the relevant subject shall be accepted as a substitute for these exams.

For students in grades one through eight (1-8), the exam shall only cover the last grade completed. The Superintendent of Schools shall provide notice to parent(s)/guardian(s) of these exams.

TESTING TRANSFER STUDENTS FOR GRADE PLACEMENT AND/OR AWARDING CREDIT FOR GRADES 9-12⁹

Students transferring from a Category IV church-related school, Category V private school, or home school shall be awarded credit upon completion of a written exam with a qualifying score. These exams shall be approved, administered, and graded by the school's principal/designee. Upon request from a parent/guardian, student scores from a nationally standardized achievement test in the relevant subject shall be accepted as a substitute for these exams.

For students in grades nine through twelve (9-12), the exam shall only cover the last course completed by the student (for example, if a student has completed English I, II, and III, the

examination shall only cover English III). The Superintendent of Schools shall provide notice to parent(s)/guardian(s) of these exams.

HIGH SCHOOL CREDIT EXAM FOR ELIGIBLE COURSES¹⁰

A student in grades nine through twelve (9-12) may receive credit for an eligible course in which the student is not enrolled but attains a qualifying score on the eligible course's credit exam.

The Superintendent of Schools/designee shall be responsible for determining which eligible courses will have a credit exam and shall provide high school students the opportunity to take a credit exam for an eligible course offered. Each eligible course's credit exam shall be administered to any student seeking course credit no less than once a calendar year. Student must make a request to school counselor in order to take credit exams. Before taking a credit exam, the student shall be notified of the qualifying score needed to receive credit for the eligible course and the grade that will be included in his/her overall grade point average if the student achieves a qualifying score on the credit exam. A student may only take a credit exam once.

A student may take up to four (4) exams, earning no more than four (4) credits that will be applied to the student's graduation requirements and be included in the student's overall grade point average.

The Superintendent of Schools/designee shall provide information on these exams to the Department of Education at the end of the school year per state law.

Legal References

1. [TCA 49-10-108](#)
2. [20 USCA § 1232g](#)
3. [TRR/MS 0520-01-03-.03\(10\)](#)
4. [TCA 49-1-617](#); [State Board of Education Policy 2.102](#)
5. [TRR/MS 0520-01-03-.03\(10\)](#); [State Board of Education Policy 2.103](#); [TCA 49-1-617](#)
6. [TCA 49-6-412](#)
7. [TCA 10-7-504\(a\)\(4\)\(A\)](#)
8. [TCA 49-6-6007](#); [State Board of Education Policy 2.102](#); [State Board of Education Policy 2.103](#)
9. [TRR/MS 0520-07-01-.03\(3\)](#)
10. [TCA 49-6-6017](#); [State Board of Education Policy 2.103](#)

Cross References

Student Surveys, Analyses, and Evaluations 6.4001
Student Records 6.600



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Recommended by: Staff ☐ General Counsel ☒ Board Member ☐ _____

Date Submitted to General Counsel: ___N/A_____

Recommendation: add ☐, revise ☒, or delete ☐ the following Policy number(s) and title(s):

Policy 4.700 Testing Programs

Policy 4.7002 Middle School Examinations

Brief summary of the proposed addition or changes:

To be consistent with recent change to WCBOE policy 4.7001

Brief justification of why additions or changes needed or required:

Legal compliance.

Staff analysis of the proposed addition or changes in terms of the following:

Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

Recommend approval.

Dana M. Ausbrooks

Name of Individual Submitting Policy for Review

5/28/25_____
Date

Williamson County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Middle School Examinations	Descriptor Code: 4.7002	Issued Date: 09/21/20
		Rescinds: 4.7002	Issued: 06/17/19

One of the roles of the middle schools program is to help prepare students for the expectations of high school, as well as those mandated by the state of Tennessee. It is also the goal of the professional educators at the middle schools to ascertain the comprehensive learning that takes place in grades 6-8. To accomplish all these objectives, appropriate written examinations shall be developed and given to middle school students within the following guidelines:

1. For students enrolled in courses with state TCAP assessments, including high school End of Course (EOC) exams, the TCAP assessments will serve as the final exam.
2. For 6th grade students, no comprehensive examinations will be given except for those students enrolled in courses with state TCAP assessments.
3. For 7th grade students, mid-term and final examinations may be at the discretion of the individual building-level team except for those students enrolled in courses with state TCAP assessments.
4. For 8th grade students, mid-term and final examinations will be given in all core academic areas and will be given to those students enrolled in courses that have state TCAP assessments. In all other courses (band, chorus, art, family and consumer science, computer, vocational – technology, general music), mid-term and/or final examinations may be given at building level discretion.
5. Examinations may be in the form of written tests, student projects, portfolio, or other assessment measures as established by the professional educators.
6. ~~Grades will incorporate TCAP assessments results at the minimum weight allowed by Tennessee law (for TCAP assessments in grades 3 through 8) or the Tennessee State Board of Education (for high school TCAP assessments). All other mid-term and final exam results will be incorporated into student grades at the same weight as TCAP assessments results.~~
7. Any student having not attempted a required semester or final exam for a high school course will receive a score of “incomplete” until an attempt has been made. If the student does not attempt the exam by the end of the following semester, the exam grade will be calculated as a zero.

Cross References

Staff Rights and Responsibilities 5.601

Student Publications 6.704



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Recommended by: Staff ☐ General Counsel ☒ Board Member ☐ _____

Date Submitted to General Counsel: ___N/A_____

Recommendation: add ☒, revise ☐, or delete ☐ the following Policy number(s) and title(s):

Policy 6.312 Use of Wireless Communication

Brief summary of the proposed addition or changes:

Public Chapter 103 requires each local board of education to adopt and implement a wireless communication device policy for students and to publish the policy on its website. Specifies the conditions for the allowable usage of a wireless communication device in certain circumstances.

Brief justification of why additions or changes needed or required:

Legal compliance with Public Acts of 2025, Chapter No. 103.

Staff analysis of the proposed addition or changes in terms of the following:

Legal implications; educational benefits; impact on the staff at the building level; impact on staff at the district level; immediate and future changes in numbers of assignments of personnel; immediate and future budgetary impact.

Recommend approval.

Dana M. Ausbrooks

Name of Individual Submitting Policy for Review

5/29/25
Date

Williamson County Board of Education

Monitoring:

Review: Annually, in
March

Descriptor Term:

Use of Wireless Communication Devices

Descriptor Code:

6.312

Issued Date:

Rescinds:

Issued:

General

Students may possess wireless communication devices so long as such devices are turned off and stored during instructional time. Such devices include any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, such as wearable technology, cell phones, laptops, tablets, and gaming devices.

A student may, however, be permitted to utilize a wireless communication device under the following circumstances:

- 1. In the event of an emergency;*
- 2. When authorized by a teacher for educational purposes;*
- 3. To manage the student's health, as documented in the student's individual healthcare plan;*
- 4. When the possession or use is required by the student's Individual Education Program (IEP), active 504 plan, or individual learning plan; or*
- 5. When the device is being used by a student with a disability for the operation of assistive technology to increase, maintain, or improve the student's functional capabilities.*

PENALTIES

Unauthorized use or improper storage of a device may result in confiscation of a student's wireless communication device for the duration of the instructional time. A student in violation of this policy is subject to disciplinary action.

EMERGENCY COMMUNICATION PLAN

In the event of an emergency or possible emergency occurring at the school where the student is enrolled, parent(s)/guardian(s) will be alerted by text message, email, and/or phone call.

Legal References

1. [Public Acts of 2025, Chapter No. 103](#)

Cross References

Code of Conduct 6.300