



Williamson County Board Policy Committee

June 1, 2026 6:00 PM

Williamson County Administrative Complex Training Center, 1st Floor

Policy Chair - Jay Galbreath

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

1. Agenda

2. Board Policies Second Reading

- a. 4.202 Child Find and Special Education

3. Board Policies First Reading

- a. 3.401 Student Transportation

4. Policy for Discussion

- a. 4.301 Interscholastic Athletics
- b. 6.312 Use of Wireless Communication Devices
- c. 6.709 Student Fees and Fines

Williamson County Board of Education

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| Monitoring: Review: Annually, in November | Child Find and Special Education | Descriptor Code: 4.202 | Issued Date: 05/19/25 |
| | | Rescinds: 4.202 | Issued: 04/16/19 |

1 **CHILD FIND¹**

2 Child Find is a component of the Individuals with Disability Education Act (IDEA) that requires school
3 districts to identify, locate and evaluate all children with disabilities ages 3 to 21 who need early
4 intervention services or special education services. It is a continuous process of public awareness
5 activities, screenings, and evaluations to locate, identify, and refer children as early as possible.
6 Williamson County Schools performs a countywide Child Find.

7 **SPECIAL EDUCATION**

8 The Board shall provide access to a free appropriate public education to all disabled children ages 3-21,
9 inclusive, residing within the jurisdiction of the school system. The plan for implementation of
10 appropriate instruction and special education services shall be in accordance with the current *Rules,*
11 *Regulations, and Minimum Standards* for the Operation of the School System of the Tennessee State
12 Board of Education² and state³ and federal⁴ law.

13 The Board shall develop and periodically update a local plan for providing special education services
14 for disabled students. Specifically, the Board shall ensure the following:

- 15 1. All disabled children living within the school system receive a free and appropriate public
16 education and the services to meet their unique needs; and
17
- 18 2. The rights of disabled children and their parents are protected.

19 The Board recognizes that in order to serve the needs of students with disabilities a variety of
20 instructional strategies and related services must be made available within the school system. The Board
21 strongly supports the need to establish special education services and supports within the school district
22 and offers programs across the entire county.

23 The Board believes that services to students with disabilities must be coordinated with other programs
24 and that shared responsibility must be taught in the framework of the general education classrooms.
25 Students with disabilities must be taught in framework of the general education curriculum. General
26 education, career and technical education and special education staff shall strive to coordinate their
27 services as designated in each student's Individualized Education Plan (IEP), in order to meet the needs
28 of each student who is eligible for special education supports and services.

29 The Board supports efforts toward the integration of students with disabilities into general classrooms,
30 believing that integration leads to better educational and social opportunities for all children, greater

1 respect for and understanding of individual differences and an easier assimilation into society with
2 greater success upon the completion of formal public education.

3 The Board shall ensure that the instructional needs of all students are met. This policy is to establish
4 equitable and educationally sound placement for all students, including students with disabilities, in
5 every classroom.

6 **PARENTAL/GUARDIAN NOTIFICATION AND ACCESS TO CERTAIN DOCUMENTS⁵**

7 WCS shall notify a parent/guardian of a student at least ten (10) calendar days before the student's
8 individualized education program (IEP) meeting to ensure that the parent or guardian has an opportunity
9 to attend, unless the parent or guardian and a representative of WCS mutually agree to meet prior to ten
10 (10) calendar days.

11 WCS shall provide the following to the parent/guardian of the student who is the subject of the IEP team
12 meeting, at least forty-eight (48) hours prior to such meeting:

13 1. A copy of the student's evaluation report that is to be used in the determination of the student's
14 eligibility for special education or in the development of the draft IEP; and

15 2. If WCS creates a draft IEP for the student prior to the IEP team meeting, then a copy of the
16 student's draft IEP, unless the student's parent/guardian provides written notice to WCS more
17 than forty-eight (48) hours prior to the scheduled IEP meeting declining his/her right to receive
18 a copy of the draft IEP.

19 **FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE)**

20 To ensure the provisions of a free appropriate public education (FAPE) according to state law and the
21 Individuals with Disabilities Education Act (IDEA) are being met, our district proposes the following:

22 1. Education placement decisions for all student, including students with disabilities, shall be
23 made based on the instructional needs of the students;

24 2. Joint staff development and training shall be provided for general education and special
25 education teachers (models, strategies and interventions) for maintain an inclusive classroom;

26 3. Collaboration shall be facilitated with special education and general education teachers and
27 parents/guardians regarding a student's IEP;

28 4. Training shall be provided for general education teachers on modifications and
29 accommodations to the IEP;

30 5. All students in the general education classroom shall have access to the standard textbooks and
31 instructional materials used in the class with alternative or supplemental materials provided as
32 needed.
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- 1 6. Resources, supports, supplemental aid and materials shall be provided to help students progress
2 in the general curriculum and be successful in the general education classroom (e.g. assistive
3 technology devices and services, paraprofessional support, adaptation in the classrooms, etc.);
4
- 5 7. Needed technical assistance shall be provided to general education teachers in order to address
6 the needs of individual students; and
7
- 8 8. Training for paraprofessionals is provided to ensure that they acquire the knowledge and skills
9 necessary to assist students in the general education classroom.
10

11 WCS shall establish and maintain Service Delivery Logs (SDL) to document the provision of all
12 services for Occupational Therapy, Physical Therapy, & Speech Therapy outlined in the student's IEP,
13 including but not limited to, consultation services, and related services. The log must include the
14 following information for each session:

- 15 • Date of Service
- 16 • Start and End Time of Service
- 17 • Duration (in minutes)
- 18 • Brief Description of Service Delivered
- 19 • Location of Service
- 20 • Name of Service Provider
- 21 • Any Notes or Comments (e.g. adjustments, student progress, etc.)

22 Should there be any deviation from the scheduled service time or schedule it must be documented with
23 a brief explanation. All special education services must be provided in accordance with the student's
24 IEP, ensuring that the specified minutes for each service are met consistently throughout the academic
25 year. SDLs should be regularly reviewed by the special education team to ensure full compliance with
26 IEP goals and service delivery. Responsibility for maintaining SDLs belongs to the staff member
27 delivering the service to maintain accurate, timely and complete logs. SDLs should be maintained for a
28 minimum of 3 years.
29

30 The Board adopts the state and federal regulations in order to implement the provision of special
31 education and related services. This is to ensure compliance with state and federal regulations in
32 providing special education support and services.

Legal References

1. [Education of Individuals with Disabilities, 20 USCA Sections 1400-1485](#); [34 CFR § 300.111](#); [TRR/MS 0520-01-09](#)
2. [TRR/MS 0520-01-09](#)
3. [TCA 49-10-101](#) et seq.
4. [Education of Individuals with Disabilities, 20 USCA Sections 1400-1485](#); [Section 504 of the Rehabilitation Act of 1973](#)

Cross References

Compulsory Attendance Ages 6.201
Alternative Education 6.319
Student Communicable Diseases 6.403
Acquired Immune Deficiency Syndrome 6.404

5. [Public Acts of 2025, Chapter No. 199](#)

Williamson County Board of Education

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|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in October | Descriptor Term: Student Transportation | Descriptor Code: 3.401 | Issued Date: 11/18/19 |
| | | Rescinds: 3.401 | Issued: 11/15/04 |

1 BUS TRANSPORTATION

2 The Transportation Director shall have the responsibility of scheduling bus routes in such fashion that
3 riding time, overlap and duplication of services shall be minimal. If a parent chooses to send their child
4 to another county school, the parents are required to provide transportation all the way to and from the
5 school. The total transportation service and especially bus routes and student pick up points shall be
6 reviewed annually to discover more economical means of transporting students to and from school.
7 Bus routes shall begin officially at the point where the first eligible child is picked up.

8 No student shall be allowed to remain in transit to or from school on a school bus more than one and
9 one-half hours in the morning or one and one-half hours in the afternoon.¹

10 Day care centers will be considered the same as student domiciles in planning, scheduling, and
11 designating pickup points within established school transportation zones for students enrolled in
12 before-school and/or after-school programs at these day care centers.

13 Buses shall collect groups of students at convenient but designated pick-up points. Buses are not to
14 pick up students, house by house as this creates traffic congestion, results in unnecessary costs and
15 requires too much time. Students whose driveway enters a public road less than one-half mile from an
16 established route shall meet the bus at a designated point. Bus travel on private roads will be
17 determined by the transportation director based upon safety factors and accessibility.

18 No student shall be charged a fee for the privilege of being transported with public funds to any public
19 school.

20 No student in grades K-8 residing within the 9th Special School District will be transported by bus to
21 any county school.

22 Only those persons authorized by the Board shall be entitled to ride a school bus. Those persons
23 presently authorized are school system employees, students, or volunteers. All such volunteers and
24 others shall be approved by the principal or supervisor by name and in writing with a list of the same
25 forwarded to and approved by the transportation director prior to their riding the bus.

26 Visitors of eligible students who desire to ride the bus to or from school may be transported only at the
27 discretion of the principal. In no case, however, visitors will be transported when their presence will
28 overload the bus, or when their conduct or presence may cause disturbance or dissension.

29 (Refer to procedures)

1 STUDENT USE OF MOTOR VEHICLES REQUIRING A LICENSE ON SCHOOL GROUNDS

2 High school students may be permitted to operate and park motor vehicles on school grounds during
3 the school day in accordance with school-based administrative procedures and expectations, subject to
4 the following districtwide expectations:

- 5 • Students wishing to drive a motor vehicle on school grounds must have a valid driver's license
6 and attend a school-based driver's safety class along with a parent/guardian.
- 7 • Students must register vehicles annually with the school and display any required permit or
8 identification. Fees may be assessed in accordance with Board-approved fees.
- 9 • The operation of a motor vehicle on school property is a privilege, not a right, and may be
10 suspended or revoked for violations of law, Board policy, or school rules.
- 11 • Reckless driving, excessive speed, unsafe operation, or failure to follow school traffic
12 procedures may result in disciplinary consequences and/or loss of parking privileges.
- 13 • All student drivers must comply with state and local traffic laws, as well as school traffic
14 patterns and supervision requirements.

15 Procedures governing registration, parking, traffic flow, and disciplinary consequences shall be
16 developed by school administration.

17 STUDENT USE OF ELECTRONIC TRANSPORTATION NOT REQUIRING A LICENSE ON 18 SCHOOL GROUNDS

19 Students in grades 3-12 may be permitted to operate personal electronic transportation devices (e.g.,
20 e-bikes, e-scooters, and similar devices) on school grounds in accordance with school-based
21 administrative procedures and expectations subject to the following districtwide expectations:

- 22 • Students wishing to ride personal electronic transportation to school must complete a district-
23 approved safety training class with a parent/guardian prior to operating such devices on
24 campus.
- 25 • Prior to riding to school, students must register all electronic transportation devices with the
26 school and display any required identification tag. Fees may be assessed in accordance with
27 Board-approved fees.
- 28 • The use of personal electronic transportation on school property is a privilege, not a right, and
29 may be suspended or revoked for violations of law, Board policy, or school rules.
- 30 • Students must comply with all applicable state and local laws, including traffic and safety
31 requirements, while traveling to and from school and while on school property. Devices
32 requiring a driver's license are governed under student motor vehicle provisions.
- 33 • Students must operate devices in a safe and responsible manner, including wearing a helmet,
34 obeying traffic signals, using hand signals, yielding to pedestrians, and avoiding reckless
35 behavior.

- 1 • Failure to follow school procedures, unsafe operation, or violation of established expectations
2 may result in disciplinary consequences and/or loss of riding privileges.
- 3 • Electric wheelchairs and other devices used to assist a student with a disability to support
4 services described in an IEP, 504 plan or health plan are not subject to the above conditions but
5 shall be governed by the terms of each such plan.
- 6 Procedures governing training, registration, designated parking areas, and operational expectations,
7 shall be developed by school administration.

8

Legal References

1. [TCA 49-6-2101](#)
2. [TCA 49-6-2105](#)
3. [TCA 49-6-2116](#)
4. [TCA 55-8-307](#)

Williamson County Board of Education

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|---|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in November | Descriptor Term: Interscholastic Athletics | Descriptor Code: 4.301 | Issued Date: 03/17/25 |
| | | Rescinds: 4.301 | Issued: 11/18/24 |

1 GENERAL PROVISIONS

2
3 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be
4 treated differently from another person, or otherwise be discriminated against in any athletic program
5 of the school. Equal athletic opportunities shall be provided for members of both sexes.¹ Student
6 athletes shall only be allowed to participate in athletic activities or events that align with the student's
7 sex indicated on his/her original birth certificate.² The Superintendent of Schools/designee shall
8 require the parent/guardian to provide the student's original birth certificate prior to participation in
9 any interscholastic athletics. If the original birth certificate is not available or does not indicate the
10 student's sex at the time of birth, the parent/guardian shall provide medical documentation showing
11 evidence of the student's sex at birth.

12 All WCS school sponsored sports programs must be sanctioned by the Tennessee Secondary Schools
13 Athletic Association (TSSAA) or the Tennessee Middle Schools Athletic Association (TMSAA).³ The
14 Superintendent of Schools shall develop a code of conduct for all coaches to follow in order to ensure
15 the health and safety of athletes.⁴

16 PROHIBITION AGAINST HAZING

17
18 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or
19 tolerate hazing activities.⁵

21 PHYSICAL EXAMINATIONS

22
23 Prior to the participation of interscholastic athletics, every student shall complete an annual physical
24 examination.⁶ These activities include, but are not limited to, weight training outside of the
25 instructional day, conditioning, open facilities, tryouts, practices, and athletic contests. The cost of the
26 examination shall be borne by the parent or guardian of the student.

28 SCHEDULING CONFLICTS

29
30 No principal or teacher shall dismiss his/her school or any group of students for the purpose of
31 attending the practice of any interscholastic sport during the school day without the written permission
32 from the Board.⁷ This does not prevent regular physical training lessons in the daily school program.

33
34 Students shall not be required to attend a school athletic event, or event related to participation on a
35 school athletic team, if the event is on an official school holiday, observed day of worship, or religious
36 holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior
37 to the event.⁸

1 SEVERE WEATHER⁴

2 Severe weather is any type of weather that could impede the safety of any athlete by compromising the
3 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,
4 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be
5 discussed with all players, coaches, and officials, if applicable.

6 All coaches who oversee or participate in outdoor training, practice, or competition shall annually
7 complete a heat illness prevention course approved by the Tennessee Department of Health as well as
8 receive training on activity modifications based on environmental conditions.

9 ADDITIONAL PROVISIONS

10

11 In addition to the provisions listed above, all other district policies and procedures relating to school
12 operations remain in effect for activities relating to school-sponsored athletic events.

13

14 I. The Principal shall be responsible for the administration and control of the interscholastic athletic
15 program within his/her school.

16

17 a. The Principal or designee is required to accompany an athletic team on its trips, and all trip
18 requests shall be made according to the procedures established by the Williamson County
19 Schools administration.

20

21 b. Coaches shall follow the chain of command procedures for Williamson County Schools for any
22 request related to athletics. Coaches must obtain a purchase order prior to committing the
23 district or any school to purchasing any products or service.

24

25 c. School athletics are to be coached by personnel employed by Williamson County Schools.
26 Such coaches are to be compensated only from Board funds, according to the current salary
27 schedule. Coaches shall not receive pay other than from Williamson County Schools for any
28 athletic-related services provided to any student who is or may be participating in that coach's
29 sport except that coaches may participate in school authorized clinics, camps, etc.

30

31 d. Any student, except as outlined below, shall be eligible to try out for any athletic team.
32 Academic and citizenship requirements for being a member of an athletic team shall be
33 carefully considered and developed to promote the welfare of the individual student. Only
34 students in grade 6-12 shall engage in interscholastic activities.

35

36 e. Participation or enrollment in a non-school sponsored activity or third-party program shall not
37 be a consideration, condition, or pre-requisite for athletic team selection or participation.
38 Athletic team coaches and staff are prohibited from requiring students to participate in a non-
39 school sponsored activity or third-party program.

40

41 f. Students who move out of their school transportation zone but continue attendance in the
42 original school per board policy may continue to participate in athletics. The Board specifically
43 forbids recruiting of students in any fashion.

44

- 1 g. Schools may not schedule, and students may not participate in any athletic team practice during
2 the school day.³ No student or faculty may be dismissed during the school day from school
3 premises or the regular activities of the student's or school's schedule in order to play an
4 athletic contest or interscholastic game without the written approval of the Superintendent of
5 Schools which will be reported to the Board. This restriction would NOT apply to
6 tournaments/play-off games scheduled by the TSSAA.
7
- 8 h. It shall be the responsibility of the parent(s) or guardian to provide health and hospitalization
9 insurance for all students participating in interscholastic athletics.⁴
10
- 11 i. All fundraising requests related to school-sponsored athletic programs must adhere to WCS
12 Board policies governing fundraisers.
13
- 14 j. Schools may charge WCS Board authorized fees to students who choose to participate in
15 school-sponsored athletic activities.
16
- 17 II. Any sport not sanctioned by the TSSAA or TMSAA sports is not school-sponsored and is often
18 referred to as a "Club Sport." Because they are not WCS programs, no school funds may be used to
19 support these individual or team sports programs.
20
- 21 a. Schools cannot provide a pay supplement to any individual who is acting as a coach for any
22 Club Sport.
23
- 24 b. While WCS employees may choose to serve as coaches for the separate legal entities managing
25 a Club Sport, at no time should the Club Sport responsibilities be performed during the
26 employee's regularly scheduled workday nor should release time ever be granted for the
27 employee to perform these duties or attend any Club Sport event.
28
- 29 c. If there is a student-led club associated with a Club Sport, it shall be established pursuant to
30 Board Policy 4.802, Student Equal Access.
31
- 32 d. Any organizer/coach of a high school Club Sport who wishes participants to be eligible to
33 receive a waiver of the .5 elective P.E. credit must submit the appropriate form to the school's
34 athletic director for approval from the district office. Individual participants will have the P.E.
35 credit waived only after the activity has received the approval by district office staff AND the
36 individual students have submitted the appropriate form to his/her school counselor.
37
- 38 e. Schools may not charge any fees for participation in a Club Sport.
39
- 40 f. All fundraising requests must adhere to WCS Board policies governing fundraisers.
41
- 42 g. Schools may not authorize student field trips for participation in a Club Sport.
43
- 44 h. Schools may provide meeting/practice space for a Club Sport in accordance with board policy.
45

- 1 i. A Club Sport that uses the name, school colors, and/or mascot of a WCS school shall be
2 included in communication and recognized by schools and the district.
3 j. Students participating in a Club Sport are subject to all school attendance rules and procedures
4 applicable to any other students.
5
6

7 **High School Interscholastic Activities**

8 The By-Laws of Tennessee Secondary School Athletic Association shall be adopted as a part of the
9 regulation for the operation and control of athletics in the high schools of Williamson County.

10 To be eligible to participate in the interscholastic athletic activities during any semester, the high
11 school student shall at least meet current TSSAA standards.

- 12 a. Any student classified as a second semester junior or as a senior who moves out of the county
13 may complete his/her senior year, with payment of tuition, and continue to participate in
14 athletics within the guidelines of the athletic governing body.
15
16 b. If a high school student is forced to withdraw from school or is prevented from enrolling in
17 school, due to the student's illness, his/her accident, or his/her disability, the Principal may
18 request a ruling in regard to the student's eligibility, provided the student was eligible at the
19 time the illness or accident forced the student to withdraw or prevented the student from
20 enrolling in school. If ruled eligible, such a student shall be charged with a semester of
21 attendance for athletic purposes for the semester of non-attendance or withdrawal.

22 **Middle School Interscholastic Athletics**

23 The By-Laws of Tennessee Middle School Athletic Association shall be adopted as a part of the
24 regulation for the operation and control of athletics in the middle schools of Williamson County.

25 To be eligible to participate in the interscholastic athletic activities during any semester,
26 the middle school student shall at least meet current TMSAA standards.

27 Eligibility for Middle School Athletics for those middle schools who are member of TMSAA will be
28 determined as follows:

- 29 a. The middle school student shall have been academically promoted to the next higher grade.
30 Any student repeating a grade is ineligible to participate. A student who is ineligible at the
31 beginning of the school year may gain eligibility the second semester by passing five (5)
32 subjects, or the equivalent, the preceding semester, provided the student is not repeating the
33 same grade.
34
35 b. If a middle school student is forced to withdraw from school or prevented from enrolling in
36 school, due to the student's illness, his/her accident, or his/her disability, the principal may
37 request a ruling in regard to the student's eligibility, provided the student was eligible at the
38 time the illness or accident forced the student to withdraw or prevented the student from

- 1 enrolling in school. If ruled eligible, such a student shall be charged with a semester of
2 attendance for athletic purposes for the semester of non-attendance or withdrawal.

Legal References

1. [34 CFR § 106.41](#); [20 USCA § 1681 *et seq.*](#)
2. [TCA 49-6-310\(a\)](#)
3. [TRR/MS 0520-01-02-.08\(1\)](#)
4. [TCA 49-6-3601](#)
5. [TCA 49-2-120](#)
6. [20 USCA § 1232h\(c\)](#); [TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
7. [TCA 49-6-1002\(a\)](#)
8. [TCA 49-6-1002\(c\)](#)

Cross References

Special Use of School Vehicles 3.402
Extracurricular Activities 4.300
Attendance 6.200

Williamson County Board of Education

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|--|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in March | Descriptor Term: Use of Wireless Communication Devices | Descriptor Code: 6.312 | Issued Date: 11/11/25 |
| | | Rescinds: 6.312 | Issued: 06/16/25 |

1 **PURPOSE**

2 This policy is required by Tennessee law and establishes clear and consistent expectations for the
3 possession and use of personal wireless communication devices by K–12 students and will take effect
4 August 1, 2026. Its purpose is to ensure that instructional time and school environments remain free
5 from unnecessary distractions and to promote student engagement, well-being, safety, and a positive
6 school environment.

7 Research and safety experts agree that limiting device use during the school day:

8

- 9 • Improves learning by keeping students focused and engaged.
- 10 • Supports well-being by reducing social pressures, bullying, and anxiety.
- 11 • Strengthens safety by ensuring students follow staff directions in an emergency. Parents will be
12 notified through the school’s emergency communication system. Safety experts caution that parents
13 calling or texting students during an emergency can put students at greater risk by drawing attention
14 to them and disrupting established safety procedures.

15 **DEFINITION**

16 For purposes of this policy, wireless communication devices include but are not limited to:

- 17 • Cell phones;
- 18 • Smart watches;
- 19 • Ear buds / AirPods iPods / MP3 players;
- 20 • CD players, Walkmans, or radios;
- 21 • Pagers or beepers;
- 22 • Handheld electronic games; and
- 23 • Non-school issued laptops or tablets or any portable devices capable of communication or
24 gaming.

25 **GENERAL**

26 The district shall develop a procedure by which students’ wireless communication devices can be
27 securely stored during the school day, except that students in grades 9-12 will have access to their
28 devices during their assigned lunch period.

29 **SCHOOL SETTING**

1 “School setting” includes all areas of the campus or school-sponsored environments during the school
2 day, whether instruction is actively occurring or not, including but not limited to:

- 3 • Classrooms and libraries;
- 4 • Lunch areas and auditoriums;
- 5 • Gymnasiums and physical education areas (indoor and outdoor);
- 6 • Performing arts areas;
- 7 • Locker rooms;
- 8 • Administrative offices;
- 9 • Nurse’s office, counseling/medical/psychological spaces; or
- 10 • Bathrooms School Buses and other district-provided transportation for field trips/travel during
11 school day.

12 Leaving class during instructional time to use a device in another school setting is a violation of this
13 policy.

14 **EXCEPTIONS**

15 Students may use personal communication devices only when:

- 16 1. Authorized by a teacher for a specific educational purpose. A “specific educational purpose”
17 means that the device is being used as a tool directly tied to the learning objectives of the lesson
18 and under active teacher supervision.

19 Examples include:

- 20 a. Accessing a teacher-directed digital resource not otherwise available on school-issued
21 technology.
- 22 b. Using translation or accessibility applications as part of instructional activities.
- 23 c. Documenting a project, experiment, or performance when directed by the teacher.
- 24 d. Participating in structured class activities (e.g., polling software, classroom response
25 systems) where the teacher requires device access.

26 Educational purpose does not include:

- 27 a. Free or unsupervised internet browsing.
- 28 b. Listening to music, playing games, or watching videos unrelated to instruction.
- 29 c. Messaging, social media, or personal communication.
- 30 d. Using the device as a reward or filler activity in lieu of teacher-directed instruction.

31 Teacher authorization may not be granted for the purpose of convenience when school-issued devices or
32 classroom materials are available for instructional purposes. Permission to use a personal device is an
33 exception, not the norm, and should be revoked immediately if misused.

- 34 2. To manage the student’s health, as documented in the student’s individual healthcare plan;
35
- 36 3. When the possession or use is required by the student’s Individual Education Program (IEP),
37 active 504 plan, or individual learning plan; or
38
- 39 4. The device is being used by a student with a disability for the operation of assistive technology
40 to increase, maintain, or improve the student’s functional capabilities.

1 **PROHIBITED USES**

2 Students are prohibited from:

- 3 1. Using devices in any manner that threatens academic integrity, disrupts learning, or violates
4 privacy rights.
- 5 2. Using devices to cyberbully, harass, or threaten another student.
- 6 3. Taking, sending, sharing, viewing, or possessing pictures, text messages, emails, or other
7 material depicting sexual activity, as defined in Tennessee Code Annotated § 39-17-1003 and
8 related statutes (including § 39-17-1002), while the student is on school grounds, at school-
9 sponsored events, or on school buses or vehicles provided by the district.
- 10 4. Recording or photographing without consent.
- 11 5. Students may not use personal devices to access the internet through unauthorized means
12 (e.g., personal hotspots, VPNs, or circumvention of school network filters).
- 13 6. Charging devices using school resources during the school day.
- 14

15 **STAFF EXPECTATIONS**

16 Teachers and staff members will consistently and fairly enforce this regulation. Teachers will clearly
17 designate storage areas in classrooms for students who cannot store devices in backpacks, lockers, or
18 purses/bags.

19 Teachers and staff will not use phone breaks as student rewards.

20 Teachers and staff should model appropriate device use by refraining from personal use during
21 instructional time.

22 **STUDENT AND FAMILY RESPONSIBILITIES**

23 *Bringing a personal wireless communication device to school is strictly optional. These devices are not*
24 *required for instruction and do not enhance learning during the school day.*

25 *Students are solely responsible for any personal wireless communication devices they choose to bring*
26 *to school or school-sponsored events. The school district will not assume responsibility for loss, theft,*
27 *damage, or unauthorized use of these devices.*

28 **CONSEQUENCES**

29 *Any visible device during school hours may be confiscated. Confiscated devices will be secured and*
30 *returned to the student at the end of the school day.*

31 *Violations of this policy will result in disciplinary action. Repeated violations will lead to progressive*
32 *consequences. Final determination of disciplinary measures rests with school administration.*

33 *Elementary School*

- 1 • First Offense: Device placed in cubby/backpack. Teacher/staff member communicates with
2 student and family, reteaching of expectations. Device goes home with student at end of day.
- 3 • Second Offense: Device sent to administrator. Administrator communicates with student and
4 family, reteaching of expectations. Device returned to student at end of day.
- 5 • Third Offense: Device sent to administrator. Administrator communicates with student and
6 family, reteaching of expectations. Parent/guardian required to pick up the device.

7 Middle School

- 8 • First Offense: Teacher/staff member redirects student to put device away. Reteaching of
9 expectations. Student stores device away until end of class/day.
- 10 • Second Offense: Teacher/staff member confiscates device and delivers to administration. Parent
11 notified; parent must pick up device at end of day.
- 12 • Third Offense: Escalated consequences for non-compliance, which may include loss of privilege
13 (device held in office), demerits, or detention, or in-school suspension.

14

15 High School

- 16 • First Offense: Teacher/staff member redirects student to put device away. Reteaching of
17 expectations. Student stores device away until end of class/day.
- 18 • Second Offense: Devices confiscated and delivered to administrator who notifies parent and
19 reviews expectations with student. Parent conference held as needed.
- 20 • Third Offense: Escalated consequences for repeated non-compliance. Focus shifts to addressing
21 pattern of behavior. Examples of escalated consequences include loss of privilege (device held
22 in office), detention, or in-school suspension.

23 Additional Consequences (All Grades)

- 24 • Referral to law enforcement may occur if device use involved content or behavior that violates
25 state or federal law.
- 26 • Progressive consequences beyond the third offense may be applied at the discretion of the school
27 administration in alignment with the Student Code of Conduct.

28 **EMERGENCY COMMUNICATION**

29 All staff members have access to communication devices during the school day and may contact the
30 school office in case of an emergency. In an emergency, school staff will initiate established
31 communication protocols to notify parents/guardians by text message, email, and/or phone call.
32 Students will also be permitted to contact a parent/guardian once it is safe to do so under staff
33 direction.

34 Safety experts strongly caution against parents calling or texting students during an active school
35 emergency, as this can draw attention to students' locations and interfere with their ability to follow
36 safety instructions. Parents are urged to await official communication from the school.

- 1 In non-emergency situations, parents/guardians will be contacted by school officials via text message,
- 2 email, or phone call.

Legal References

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

Cross References

Code of Conduct 6.300

Wireless Communication Device Pilot



Current Policy:

"The district shall develop a procedure by which students' wireless communication devices can be securely stored during the school day, except that students in grades 9-12 will have access to their devices during their assigned lunch period."

Wireless Communication Device Storage Pilot

Feb 17th - April 24th (approx 9 weeks)

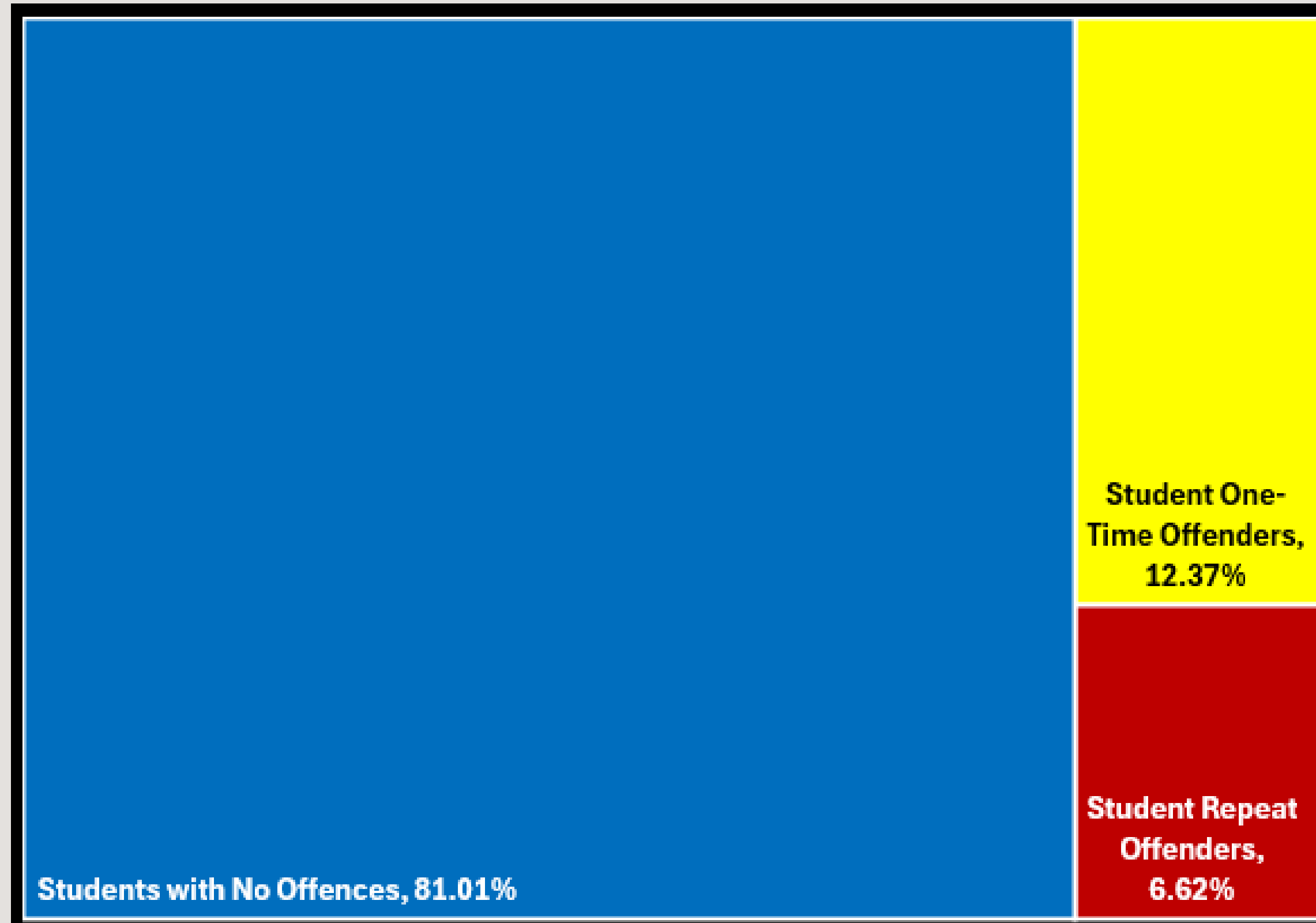
Device storage: Faraday pouch, backpack, shoe pouch

- Indy: Half Faraday Pouch; Half Backpack (S1-Shoe Pouch)
- NHS: Backpack (S1- Mixed by Grade)
- Page: Shoe Pouch (S1-Shoe Pouch)
- FvHS: Shoe Pouch (S1-Shoe Pouch)
- BMS: Backpack & Locker
- PgMS: Backpack & Locker

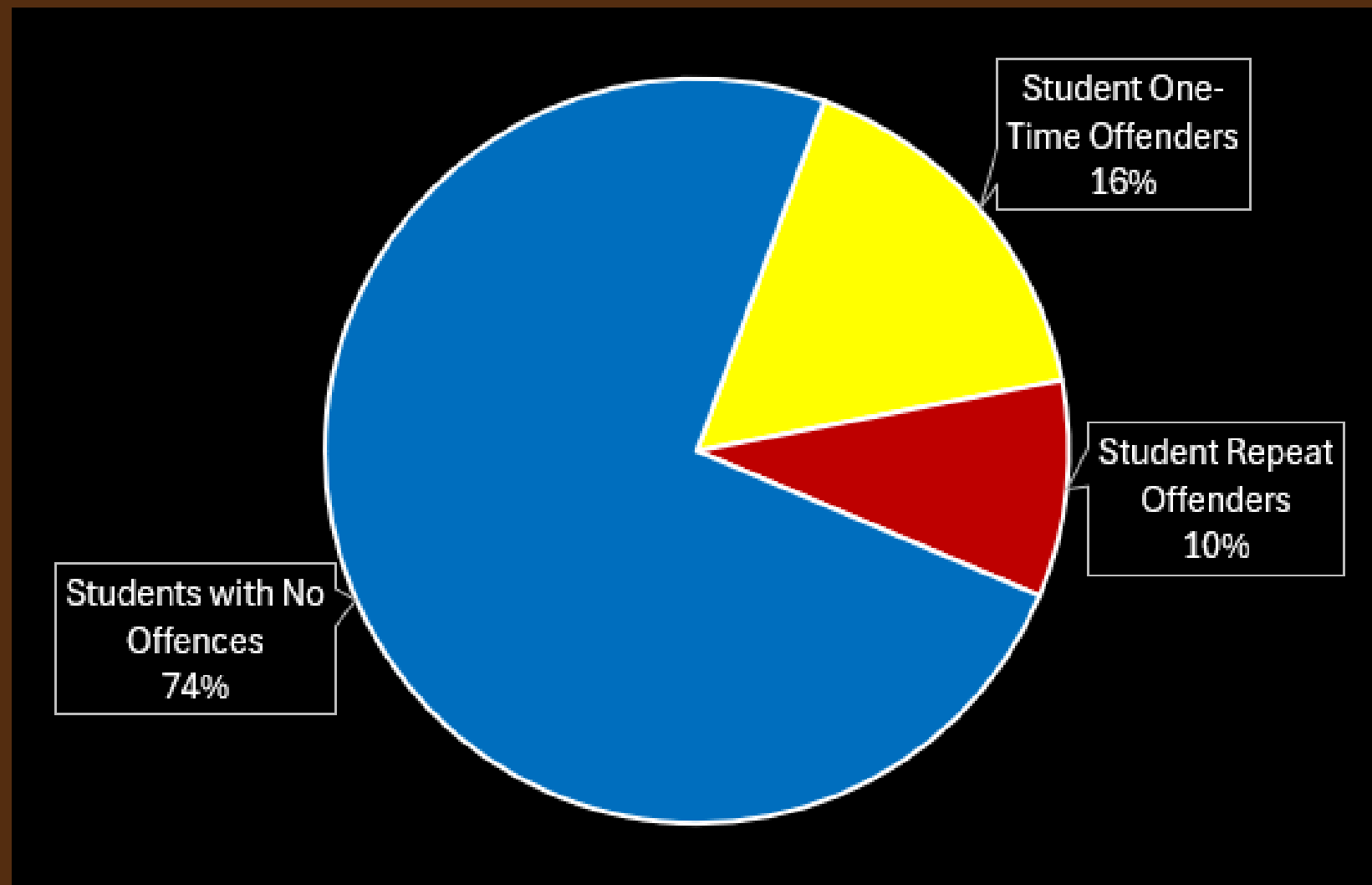
Data collection:

- Every violation during the school day
- Feedback from Teachers/Staff, students, parents

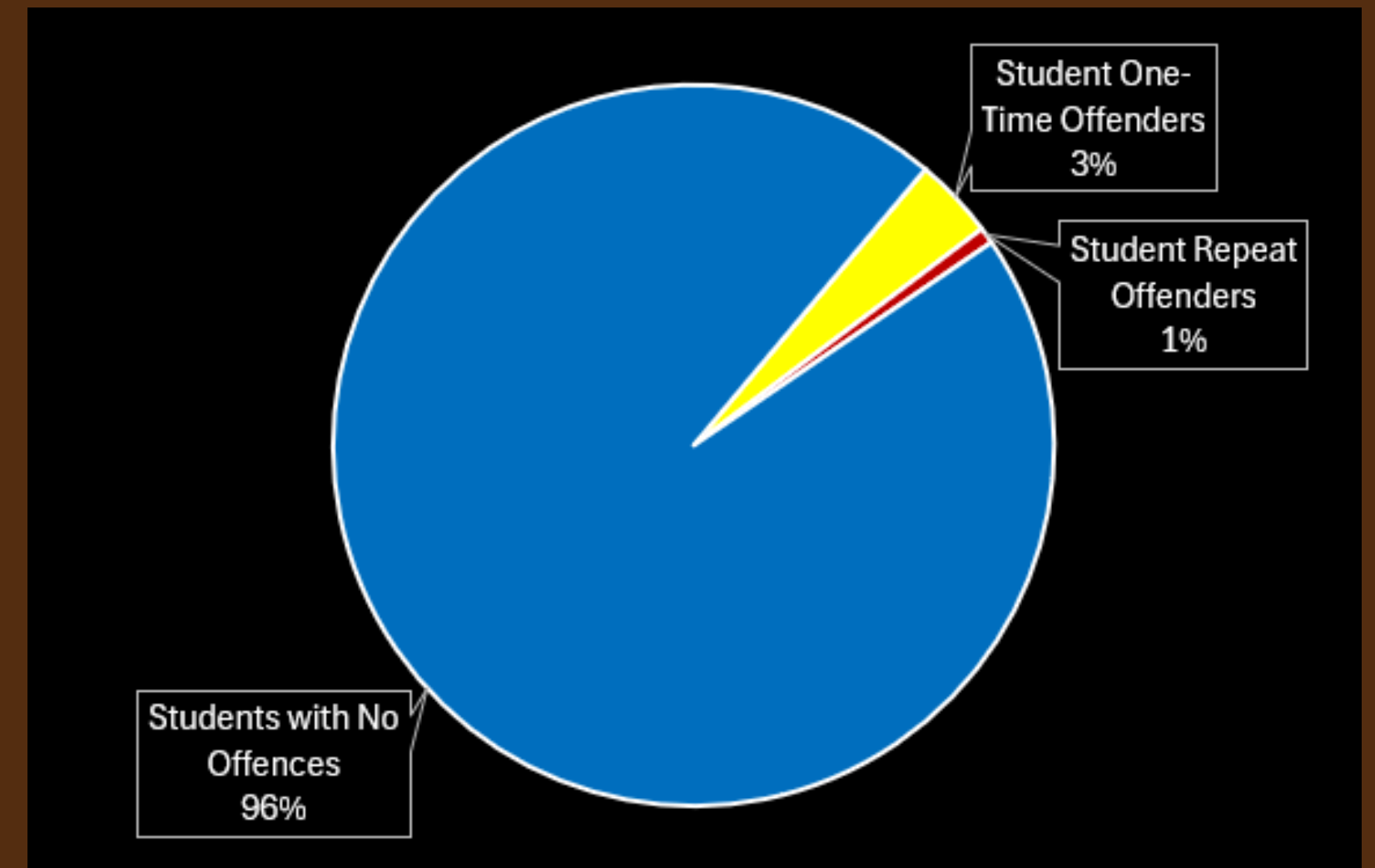
Student Violations Overall (Middle and High Schools)



Student Violations During Pilot

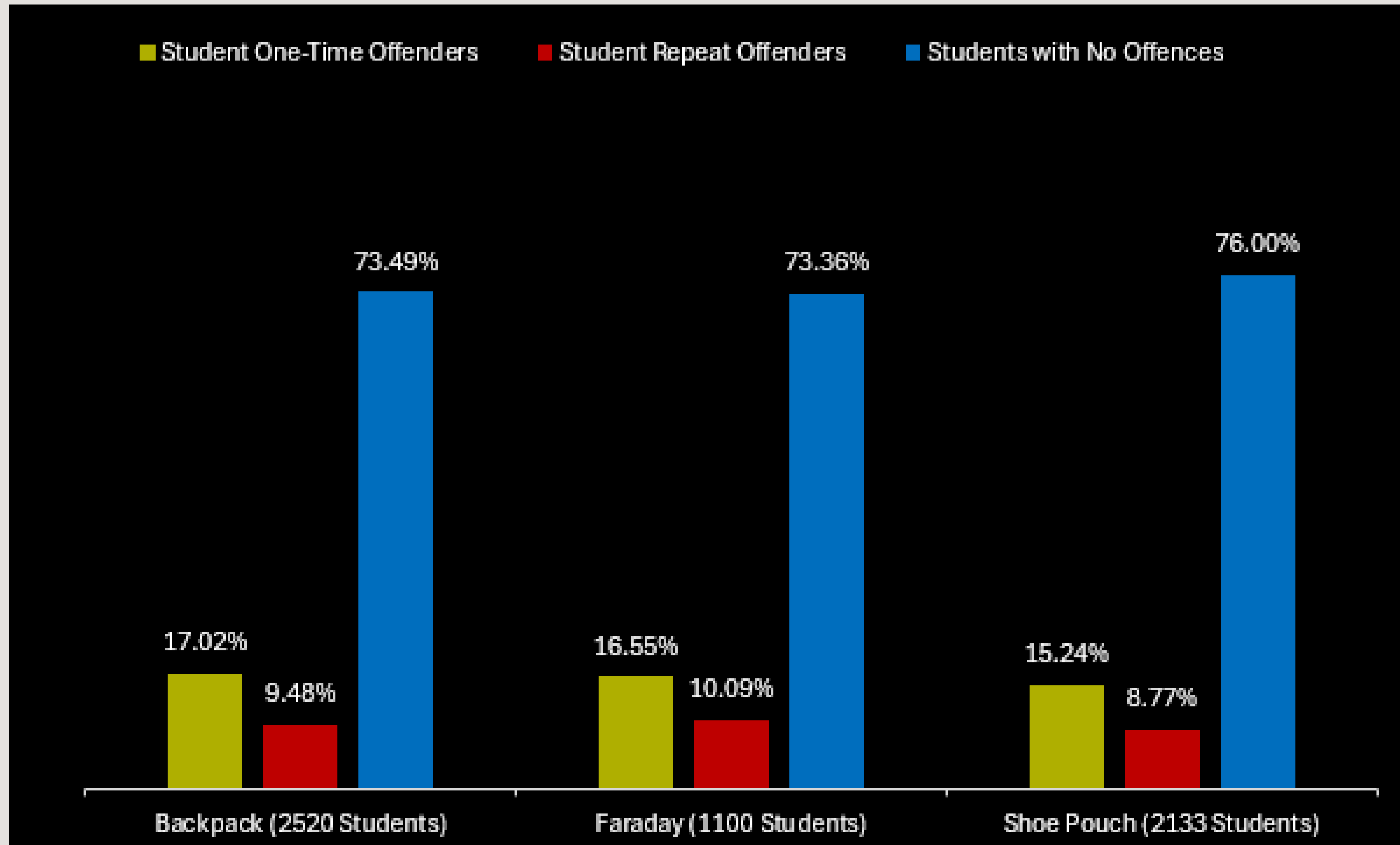


HIGH SCHOOLS

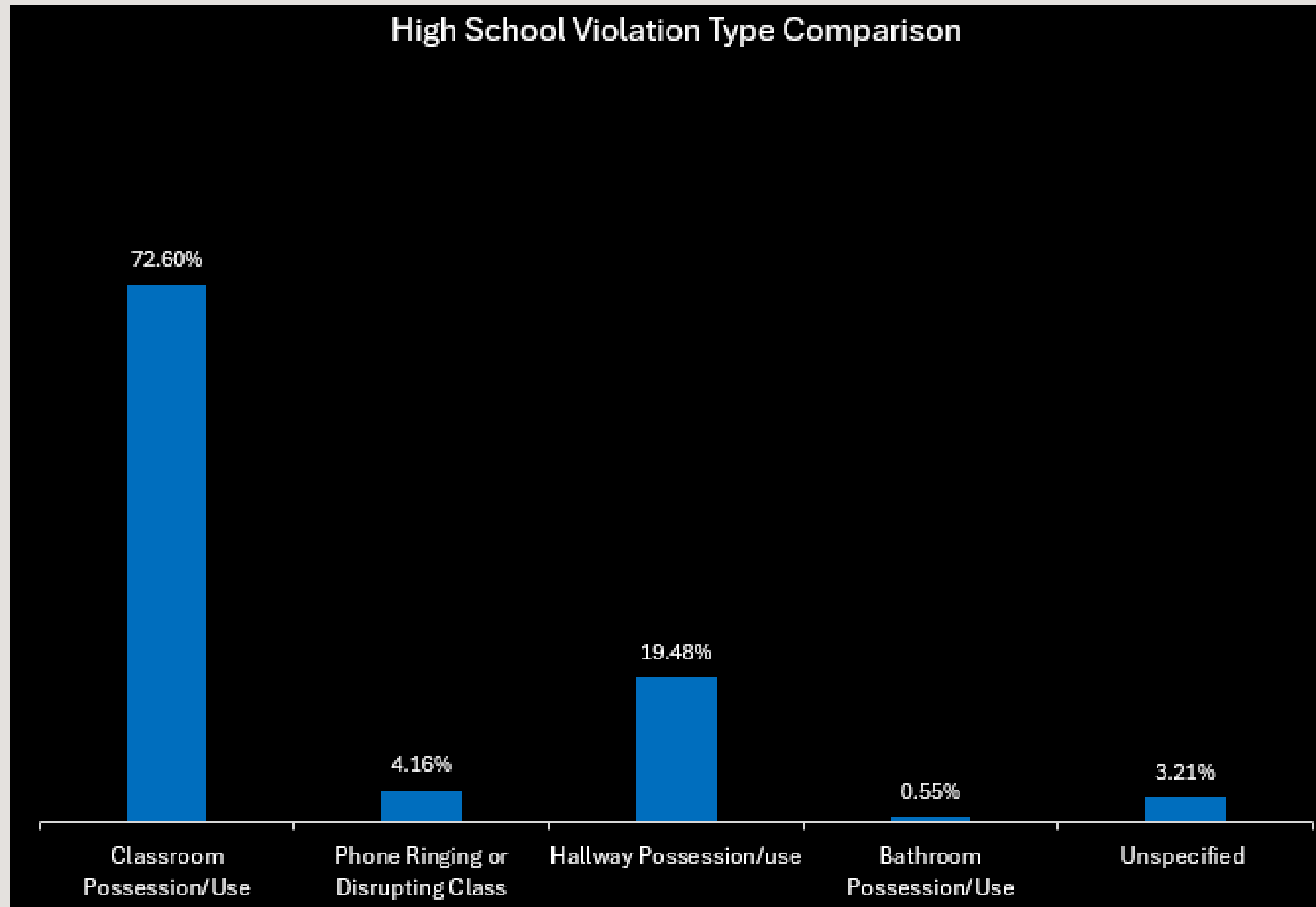


MIDDLE SCHOOLS

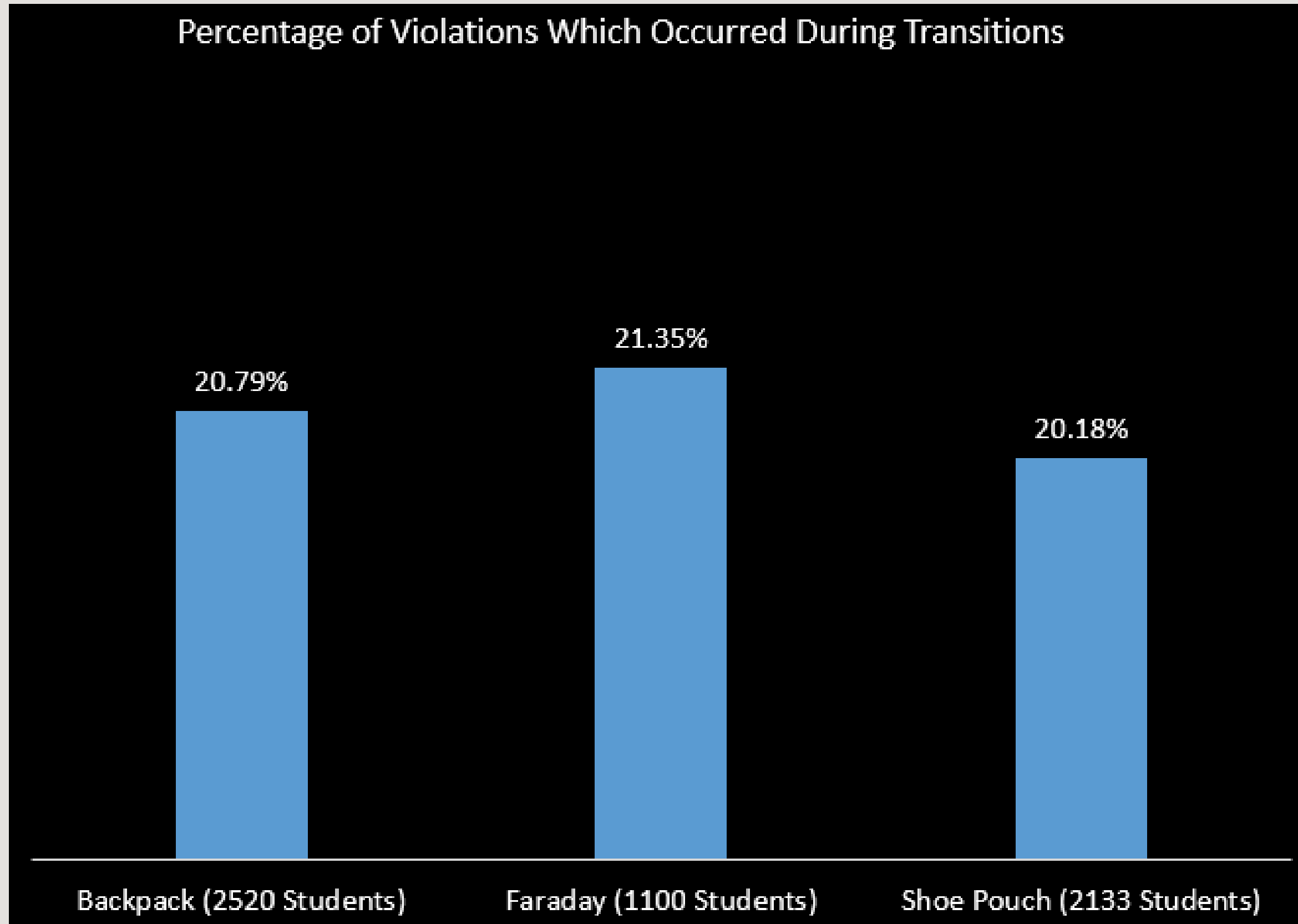
High School Students with Violations



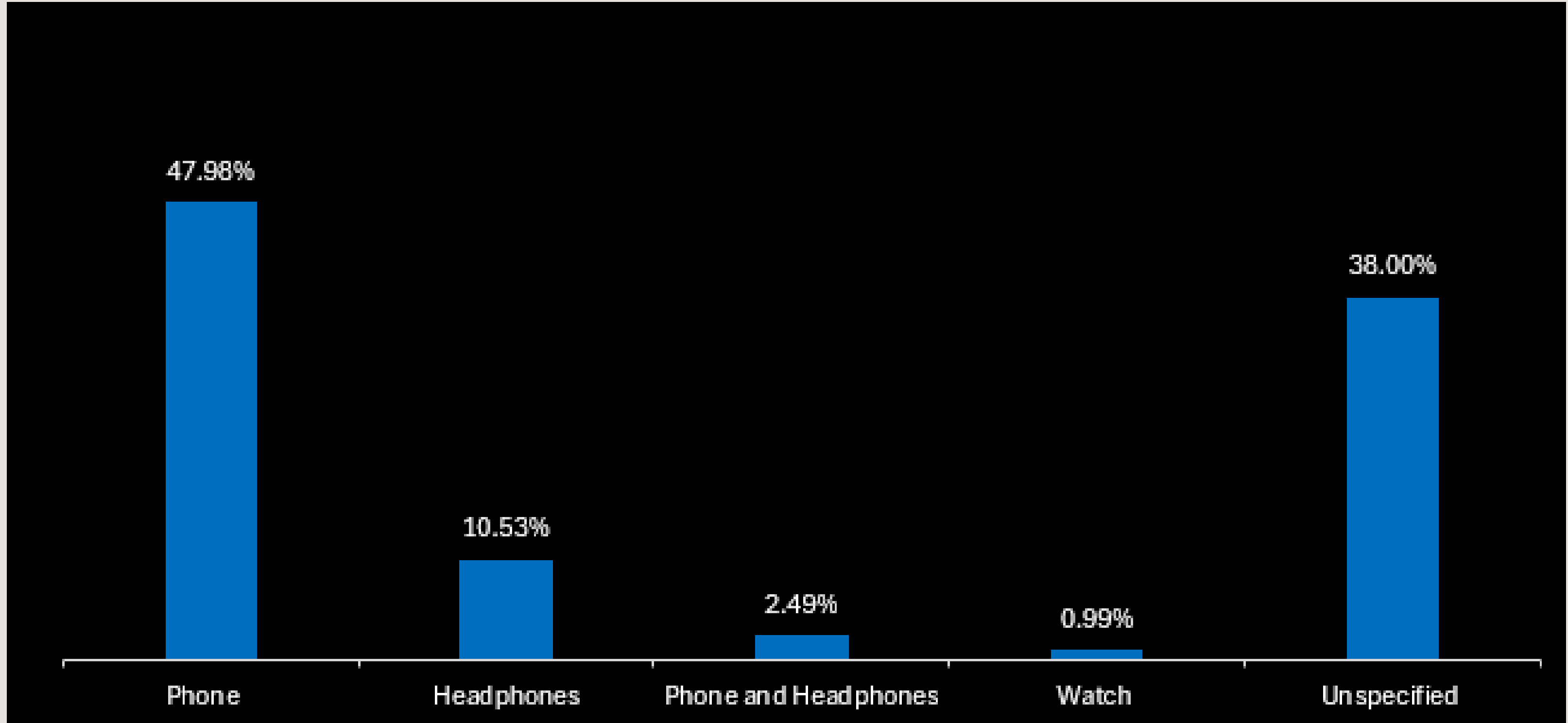
High School Violation Type Comparison



High School Violations During Transitions



High School Device Type Involved in Violation



Teacher & Staff Feedback (approx. 200)



BIG PICTURE TAKEAWAYS

- Teachers feel keeping phones physically away from students is essential for classroom management
- The pilot increased teacher workload, classroom interruptions, and tension with students
- Backpack and Faraday methods were viewed as easier to circumvention
- Inconsistent enforcement across classrooms and hallways can undermine success



WHAT WORKED

- Shoe/wall pouches provided clear visibility, routine, and accountability
- Phones out of students' possession led to:
 - Higher engagement
 - Fewer distractions
 - Less cheating during assessments
 - Easier attendance tracking
- Consistent school-wide expectations reduced student pushback

Teacher & Staff Feedback

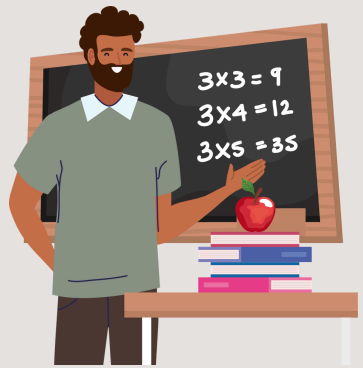


What Did Not Work

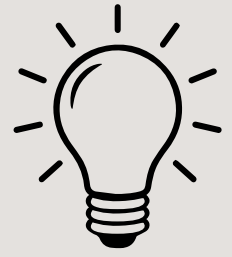
- Some students kept phones in pockets, hoodies, laps, or used burners
- Faraday pouches were easy to circumvent and difficult to verify
- Cheating and AirPods use increased during the pilot, especially when devices were not collected
- Hallway enforcement is difficult
- Data-tracking forms created significant administrative burden

Teacher Requests

- Return to shoe/wall pouches or equivalent visible classroom storage
- Eliminate “choice” systems that create loopholes or inconsistencies
- Ensure consistent enforcement by all staff, supported by administrators
- Remove phone policing from teacher burden as much as possible
- Implement clear, simple, enforceable rules



Student Feedback (approx. 330)



BIG PICTURE TAKEAWAYS

- Most students reported little to no change in focus or achievement regardless of method
- Students who already self-regulated continued to do so; students inclined to misuse devices found workarounds or got in trouble
- Phone location mattered less than consistency and enforcement
- Anxiety, stress, and resentment increased when access felt “taken away” rather than managed
- Restrictions during hall transitions shifted, not eliminated, phone use for a percentage of students



WHAT WORKED

- Backpack storage was most often seen as the preferred student option
- Students valued having phones close for safety, emergencies, and logistics
- Out-of-sight storage reduced temptation for some students without adding class interruptions
- Reduced startup/ending routines preserved instructional time

Student Feedback



WHAT DIDN'T WORK / CHALLENGES

- Policy enforcement often interrupted instruction and strained teacher-student relationships
- Strong restrictions increased rebellion, sneaking, and hallway phone fixation
- One-size-fits-all policies frustrated students who use devices responsibly or for learning support (music, schedules, communication)

WHAT STUDENTS ARE ASKING FOR

- Keep phones in backpacks during class rather than wall or Faraday pouches
- Allow phone access during passing periods and lunch
- More trust and autonomy for students who demonstrate responsible use
- Fewer instructional disruptions related to policy enforcement and arguments
- Clear, consistent expectations focused on class time, not constant restriction
- Flexibility for music, schedules, communication, and learning supports
- Policies that reduce temptation and conflict, not increase secrecy or rule-breaking



Parent Feedback (approx. 1030)



BIG PICTURE TAKEAWAYS

- Parents were mixed on most topics, but most agreed phones should be restricted in class
- Safety and emergency communication dominated parent concerns, especially during lockdown events
- Parents feel the pilot did not significantly change engagement or grades
- Inconsistent enforcement across classrooms and hallways can undermine success



WHAT PARENTS FELT WORKED

- Some parents feel limiting phone access helped reduce distractions
- Shoe pouch use made phone expectations clear and visible when consistently enforced
- Some families viewed reduced screen time during the school day positively
- Clear boundaries during instruction aligned with parent expectations for learning environments

Parent Feedback



WHAT PARENTS FELT DID NOT WORK

- Faraday pouches were widely viewed as unnecessary
- Restricting phones during passing periods, lunch, or study hall created frustration
- Many parents were alarmed by limited access during emergencies or lockdowns
- Policies often punished responsible students rather than addressing misuse
- Inconsistencies in enforcement cause issues



WHAT SOME PARENTS ARE ASKING FOR

- Not using Faraday pouches as the default
- Allowing students to have phone access during non-instructional time
- A clear process for emergency communication that does not rely solely on front offices
- Consistent enforcement and fewer class interruptions
- Focus restrictions on misuse, not blanket rules for all students

Best Method for Reducing Use

SHOE
POUCH

TEACHERS/STAFF

Based on your experiences this school year, which method works best for students to reduce student stress or temptation to use wireless electronic devices during the school day?

BACKPACK

STUDENTS

Which method of restricting personal electronic devices has best reduced your stress or the temptation to use your phone during class time?

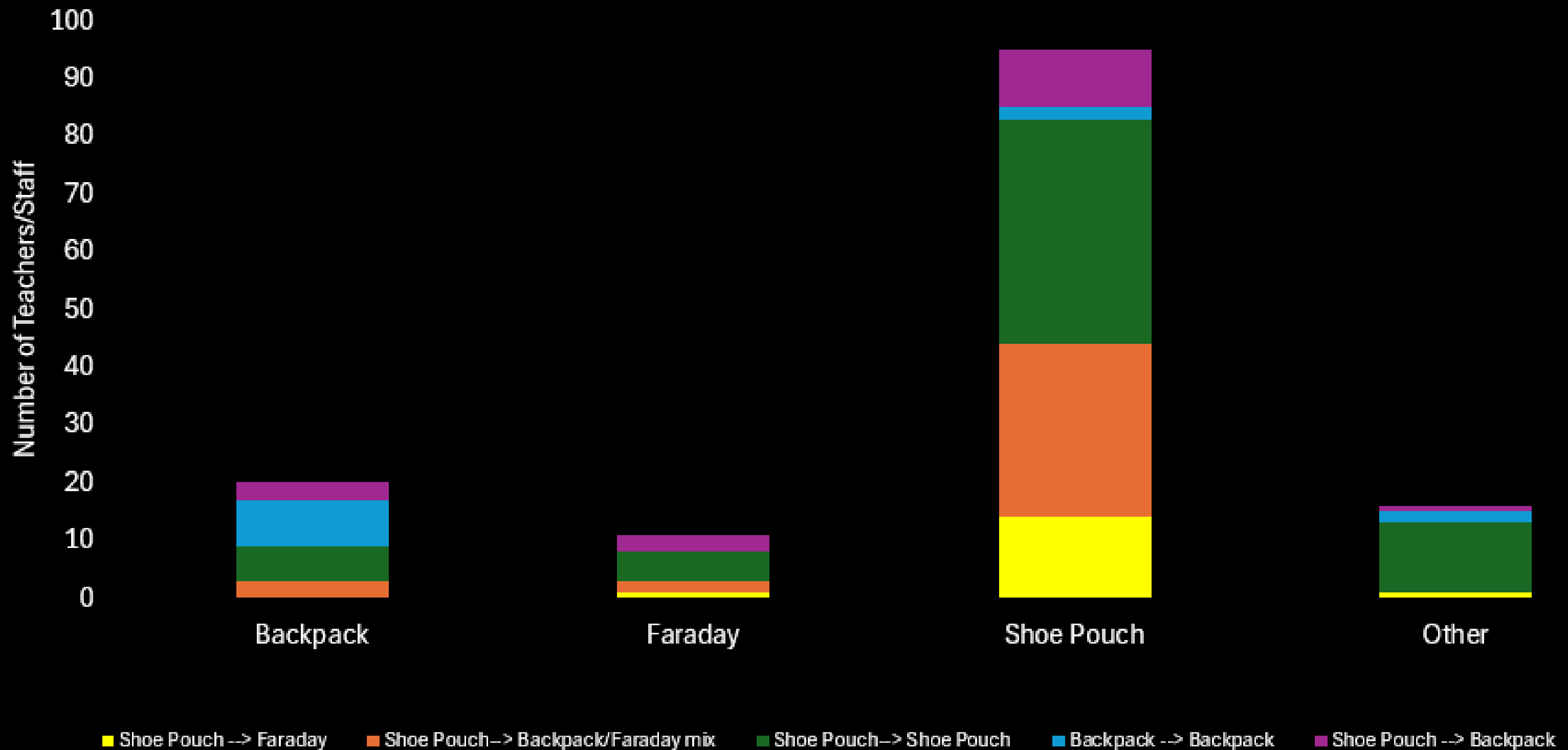
MIXED

PARENTS

Which method of restricting personal electronic devices has best reduced your child(ren)'s stress or the temptation to use their devices during class time?

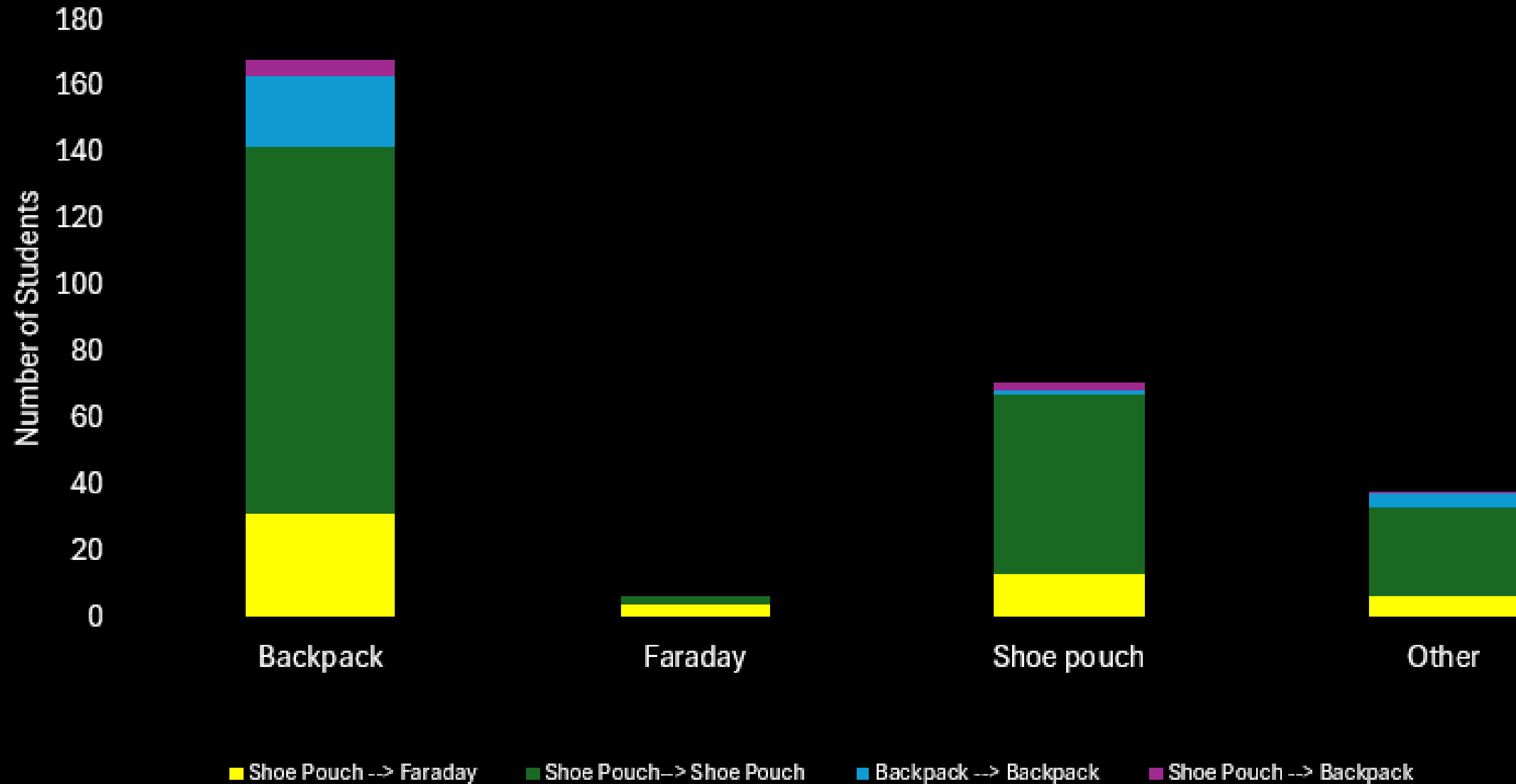
TEACHERS/STAFF

Best Method to Reduce Stress and Temptation According to Each Pilot Group



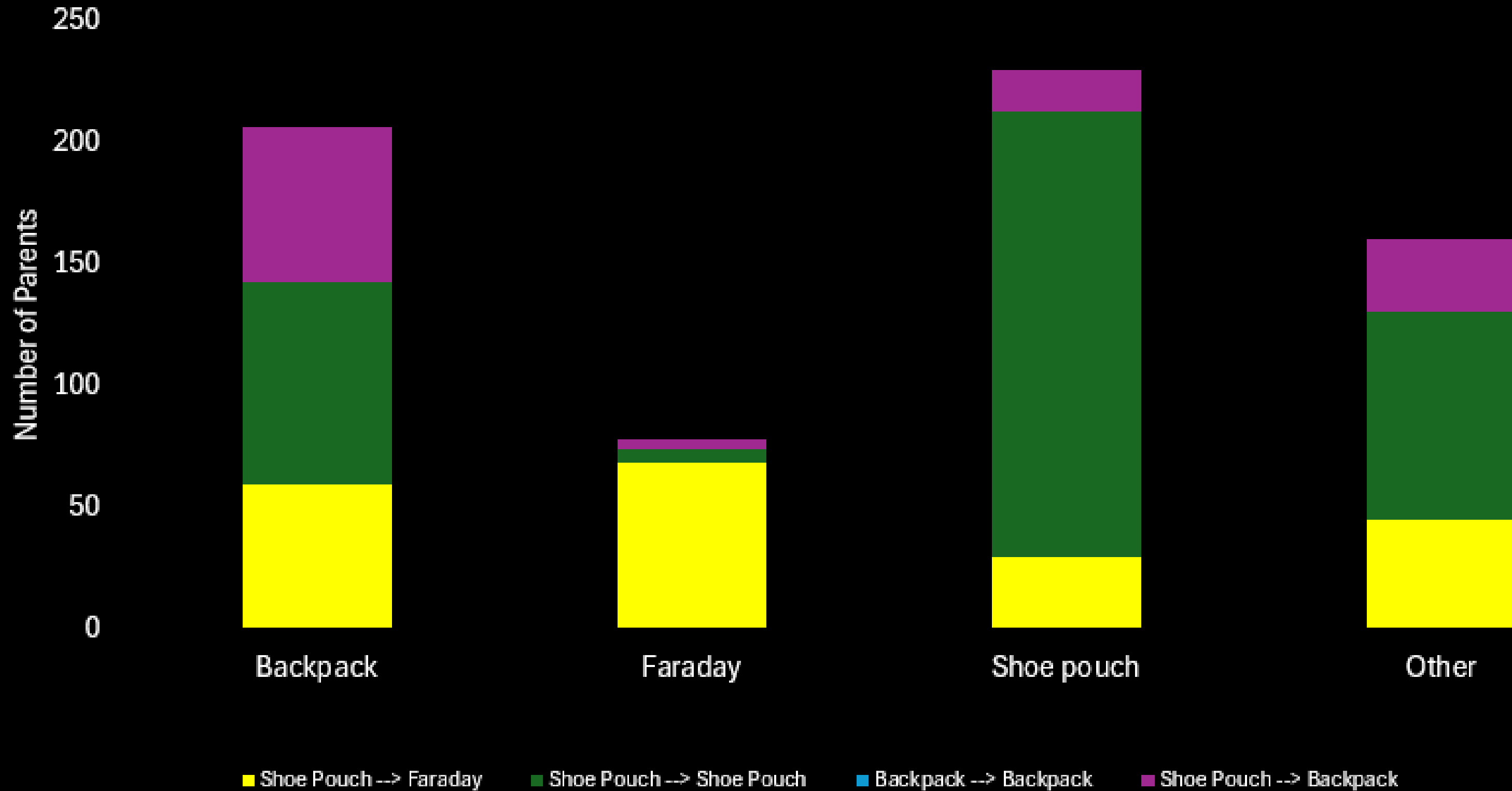
STUDENT

Best Method to Reduce Stress and Temptation According to Each Pilot Group



PARENT

Best Method to Reduce Stress and Temptation According to Each Pilot Group



CATEGORIES MENTIONED IN COMMENTS FROM PARENTS WHO MARKED “OTHER”

- 135 parent responses
- 231 categorical assignments (because comments can count in more than one category)

| Category | Mentions | % of Responses |
|--|----------|----------------|
| No Impact / No Difference | 44 | 33% |
| Student Not Tempted / No Issue | 41 | 30% |
| Increased Stress / Negative Impact | 34 | 25% |
| No Device / Does Not Bring Phone | 18 | 13% |
| Unaware / Don't Know | 21 | 16% |
| Lack of Enforcement | 19 | 14% |
| Opposition to Restrictions | 18 | 13% |
| Preference for Alternative Methods | 16 | 12% |
| Negative View of Specific Methods | 15 | 11% |
| Communication / Safety Concerns | 12 | 9% |
| Academic / Engagement Concerns | 11 | 8% |
| Reduces Usage but Not Stress | 6 | 4% |
| Special Circumstances / Individual Needs | 7 | 5% |

Middle School Recommendation:

All middle schools will implement a consistent practice requiring students' personal wireless communication devices to be powered off and stored in lockers for the entirety of the school day.

Schools may permit students to retrieve backpacks and necessary personal belongings prior to the final class period for the purpose of facilitating orderly dismissal practices. In such instances, students are required to keep personal electronic communication devices powered off and secured in their backpacks. Use of cell phones remains prohibited until the official end of the school day.

High School Recommendation:

All high schools will implement a consistent practice requiring students' personal wireless communication devices to be powered off and put away during the school day. Upon entering a classroom, students will be required to put their cell phones in a wall storage pouch and retrieved at the end of the class period.

High school students will be allowed to use their wireless communication devices during their assigned lunch period only.

Williamson County Board of Education

| | | | |
|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in April | Descriptor Term: Student Fees and Fines | Descriptor Code: 6.709 | Issued Date: 11/18/19 |
| | | Rescinds: 6.709 | Issued: 06/23/14 |

1 **FEES¹**

2 School fees are defined as follows:

- 3 1. Fees for activities that occur during regular school hours;
- 4
- 5 2. Fees for activities and supplies required to participate in all courses offered for credit or grades;
- 6
- 7 3. Equipment and supplies required to participate in interscholastic athletics and band, if taken for
- 8 credit;
- 9
- 10 4. Fees for a copy of the student's records; and
- 11
- 12 5. Refundable deposits for locks or other security devices required for protection of school
- 13 property when used in conjunction with courses taken for credit or a grade.

14 School fees are not:

- 15 1. Fines for overdue library books;
- 16
- 17 2. Fines for the abuse of school parking privileges and other school rules developed for the safe
- 18 and efficient operation of the school;
- 19
- 20 3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other school
- 21 property;
- 22
- 23 4. Charges for debts owed the school;
- 24
- 25 5. Refundable deposits for locks or other security devices required for protection of school
- 26 property when used in not-for-credit extracurricular activities;
- 27
- 28 6. Costs to participate in not-for credit extracurricular activities, including interscholastic athletics
- 29 and band; and
- 30
- 31 7. Tuition for non-resident students

32 No fee described above will be charged any student as a condition of attending school, but students
33 shall be responsible for normal school supplies, such as pencils and paper. Fees for voluntary programs

1 occurring outside the regular instructional day during the school year may be charged as a condition of
2 participation. These activities include but are not limited to graduation ceremonies and summer school.

3 School fees shall be waived for students who are eligible to receive free or reduced-price school
4 lunches. The application for determining eligibility for free or reduced-price lunches or a form
5 supplied by the State Department of Education shall be used to verify student eligibility for fee
6 waivers.

7 At the beginning of the school year, each Principal shall be responsible for providing to all students
8 and their parents or guardians written notice of the required student fees and the process for fee waiver
9 for students who receive free or reduced-price lunches. The parent or guardian of an eligible student
10 must sign the appropriate application for free or reduced-price lunches and the waiver of school fees,
11 but may pay for all or a portion of the school fees.

12 Written notice of approval or denial of request for fee waivers shall be provided to all parents or
13 guardians. Any denial shall contain specific grounds for denial and an opportunity for the parent or
14 guardian to meet with appropriate school personnel.

15 No later than the July Meeting of the Board, the Board, upon the recommendation of the Principals and
16 Superintendent of Schools, shall approve all student fees for the upcoming school year. Additional fees
17 may be approved during the year as needed.

18 The Superintendent of Schools shall be responsible for maintaining copies of all correspondence
19 relating to this program.

20 No employee may charge a student for any service rendered on the school premises. Tutoring one's
21 own student for pay is prohibited.

22 **FINES²**

23 The Principal shall be responsible for notifying students of any unpaid fines prior to the end of the
24 semester or graduation.

25 Students who destroy, damage, or lose school property, including but not limited to buildings, school
26 buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing
27 such materials or equipment.

28 The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or
29 who has otherwise incurred a debt to a school may be held until the student or the student's
30 parent/guardian has paid for the damages. When the student and parent are unable to pay the debt, the
31 district shall provide a program of voluntary work for the minor. Upon completion of the work, the
32 student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if
33 the student is not at fault.

34 Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements
35 with the administration for payment may result in suspension of the student. If payment is not remitted,
36 the matter will be referred to the Board for final disposition.

- 1 Textbooks are available free to students as a loan. Parent(s) will accept full responsibility for the
- 2 proper care, preservation, return, or replacement of textbooks issued to the student(s). The condition of
- 3 each book and book number shall be recorded by the teacher issuing it.

- 4 The life of the book is considered to be six (6) years. Charges for lost books will be the remaining life
- 5 of the book. Damage fines will be based on the wear beyond that normally expected for one year. For
- 6 one year's wear there will be no charge.

- 7 Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the
- 8 current cost of replacing the book.

Legal References

1. TCA 49-2-114; TRR/MS 0520-01-03-.03(12)
2. TCA 37-10-101, 102

Cross References

Revenues 2.400